NLIS Database User Guide

December 2008

National Livestock Identification System

PRODUCERS & FEEDLOTS

Contents

This User Guide explains the main NLIS database tasks and reports for producers and feedlots. When you login to the database, you will only see options for your account type.

The Guide provides step-by-step instructions on the left side of the page. Once you are familiar with the database, you may rarely need the TIPS information on the right side. If you can't find what you want in the Guide, there may be a Tech Tip on the NLIS website. Alternatively, you can click 'Help' buttons on the NLIS screens.

If you want to know about **NLIS Express**, a free software program that lets you transfer cattle and run simple queries using a compatible mobile phone, contact the NLIS Database Helpdesk (see the contact details on the back cover of this Guide).

Suggestions for improvements to the User Guide or requests for an **NLIS Express Pocket Guide** may be sent to **NLISPublications@mla.com.au**

NLIS Express
Pocket Guide
National Livestock Identification System
Transfer cattle and query the NLIS Database with a compatible Next-G or 3G mobile phone and Bluetooth device reader
FEEDLOTS
PRODUCERS
THIRD PARTIES

Notifying the database

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Key:

Producers and feedlots

Producers only

Feedlots only

Access the database

If you don't have a database account, follow steps 1–5 below. To open an account, you need Internet access, an E-mail address and a telephone or mobile number, so we can contact you.

You must also agree to the **NLIS Terms of Use**. You can read the terms online, or print the document to read later.

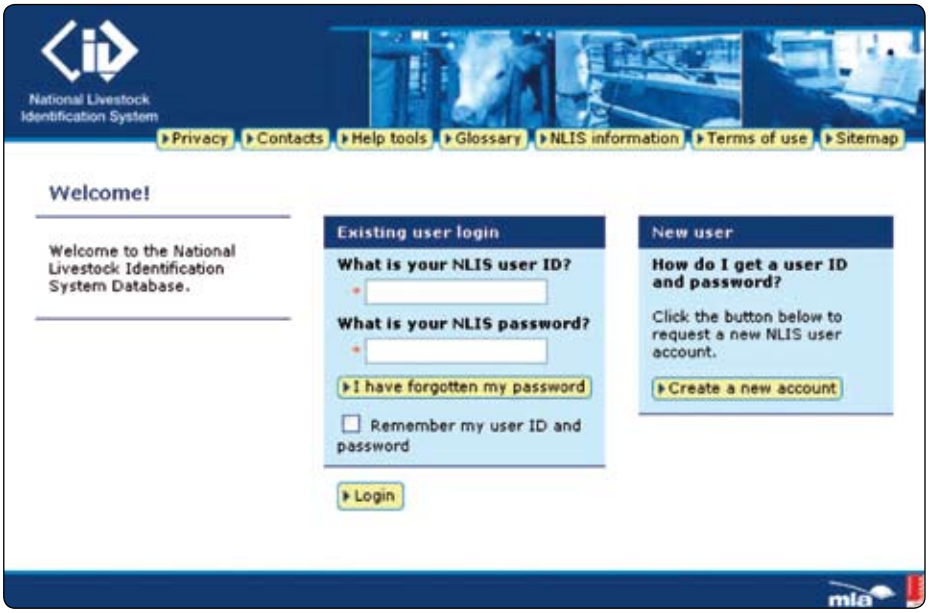
Create an NLIS account

1. Go to **www.nlis.mla.com.au**
2. Click ▸ Create a new account
3. Fill in the **Account details** form online.
4. Tick the box at the bottom to agree to the NLIS Terms of Use.
5. Click ▸ Continue to submit the completed form to the database.

You will be issued with a user ID and password, usually within 7 days.

Login to NLIS

The NLIS Database may be unavailable on Thursdays between 6pm–7pm (Sydney time), for maintenance purposes. To login to NLIS at other times, go to **www.nlis.mla.com.au**



1. Enter your **user ID** and **password** and click ▸ Login
2. Select an option from the home page for your account.
3. Refer to the appropriate topic in this Guide for instructions.

Log out of NLIS

1. After you finish a task, click ▸ Home to return to the home page.
2. After you finish a session, click ▸ Log out to exit the database.

TIPS

*To protect your account, your **database session ends automatically if you stay on one screen for more than 20 minutes**. If you do, you may lose data you hadn't sent to NLIS.*

Some users access the NLIS database through other software packages. If you do this, please consult your software vendor's guide on how to interact with the NLIS database.

Excel files

*If you create an Excel file to upload to the database, save the file in **CSV** (Comma Separated Values) format, for example, NLIS\Transfer cattle 110908.**csv***

Notepad/Wordpad

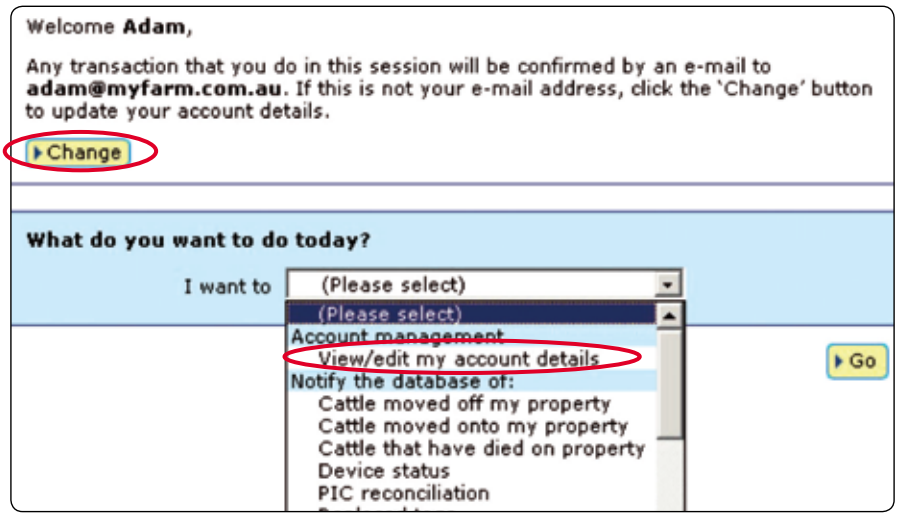
*If you create a Notepad or WordPad file to upload, use commas to separate fields and save the file in **TXT** (Text) format, for example, NLIS\Transfer cattle 110908.**txt***

To find Notepad or Wordpad on your computer, go to:

Windows	*Start menu*
Select	*Programs*
Select	*Accessories*
Select	*Notepad (or Wordpad)*

View/edit account details

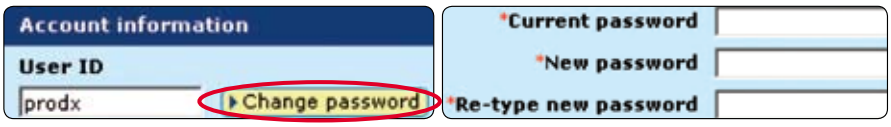
If your details change, update them online so we can contact you.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Go

1 Click Change or select **View/edit my account details** and click Go to see the **Account/information** screen.

Change password

1 Click Change password type the details and click Send

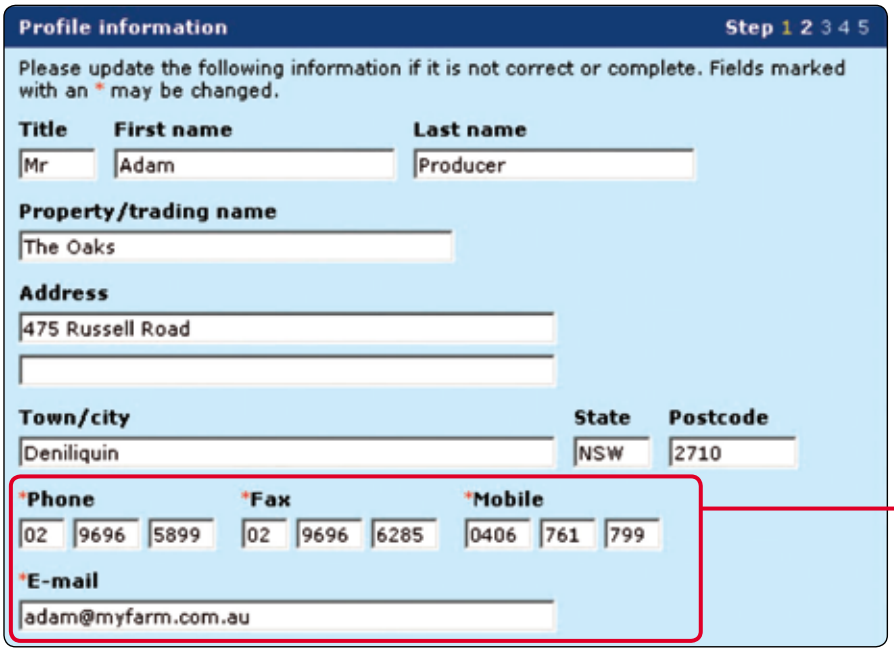


Edit phone, fax and mobile numbers

1 Click Continue to see the **Profile information** screen.

2 Edit details and Continue until you see a **Confirmation** screen.

3 Click Send to confirm or click Back to change the details.



TIPS

*You can change your **password, telephone, fax, mobile** and **E-mail** address.*

*If you change your **E-mail,** you must update your account details or your account may be locked. If you don't have a fixed telephone line, a mobile number will do.*

*If you change your **postal address**, notify **nlis.support@mla.com.au** so the NLIS Helpdesk can update your address.*

*If you **buy or sell a cattle property,** notify **nlis.support@mla.com.au** so the NLIS Helpdesk can link a PIC to your account, or lock your account.*

Password rules

Passwords may be 2–8 alpha-numeric characters e.g. Donny5. You may enter characters in upper, lower or mixed case. Do not enter spaces or special characters.

Profile information

*You can only change the fields with an asterisk**

Cattle moved off/onto property

State regulations specify who is responsible for recording cattle transfers. If cattle are bought or sold through a saleyard, or sold to an abattoir, the saleyard or abattoir records the transfer on the database.

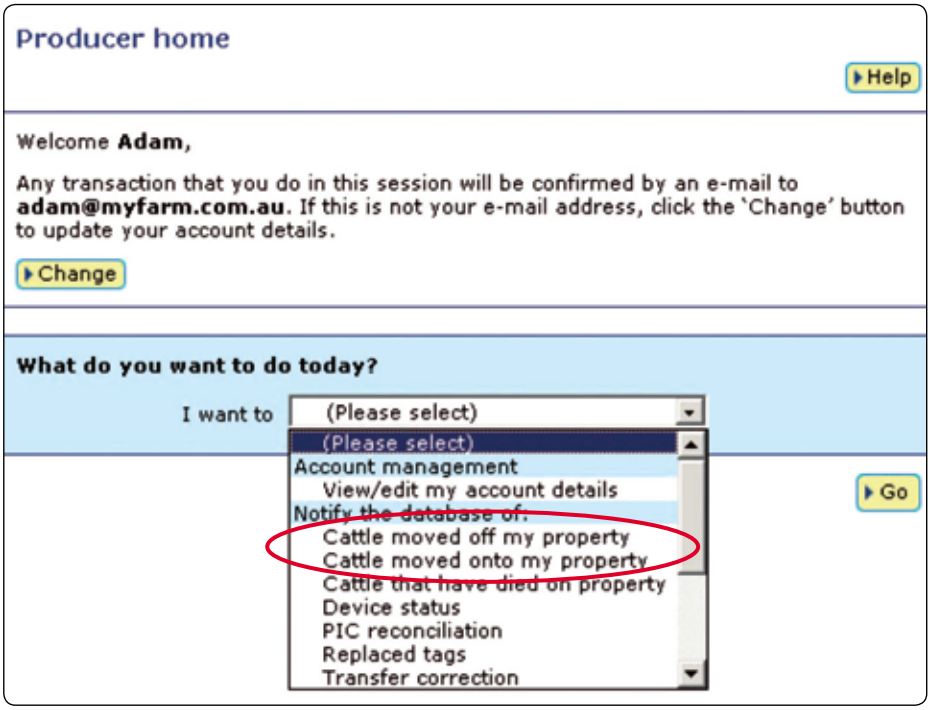
The person who **receives** the cattle must ensure that the transfer is recorded. If cattle are bought or sold privately, you or a third party acting for you (usually an agent) may record the transfer.

Transfer cattle ONTO your PIC when you ...

- buy cattle privately and move them onto your property
- move cattle between properties that you own, if the properties have different Property Identification Codes (PICs)

Transfer cattle OFF your PIC when you ...

- sell cattle privately and move them to the buyer's PIC (on the buyer's behalf)
- move cattle to an agistment property owned by someone else


Producer home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Replaced tags
Transfer correction
Go

1 Select **Cattle moved off my property** or select **Cattle moved onto my property** and click Go

2 Choose **one** of three methods:

- Click type in the details ... see page 4.
- Click upload a file ... see page 4.
- Click choose from the list ... see page 5.

TIPS

*Print the **Entering device numbers** Tech Tip.*

*To transfer cattle, you need the **NLISID** or **RFID** numbers, the **PICs** they are moving from and to, the **NVD** or Waybill number (if there is one) and **date** the cattle moved.*

PIC number

*A unique property Identification Code, for example, **SA123456***

NLISID number

*The number printed on the outside of the electronic ear tag, or on the management tag matching a rumen bolus, for example **SA123456VBA00001***

RFID number

*The electronic chip number inside the tag or bolus, for example **999 000001234567***

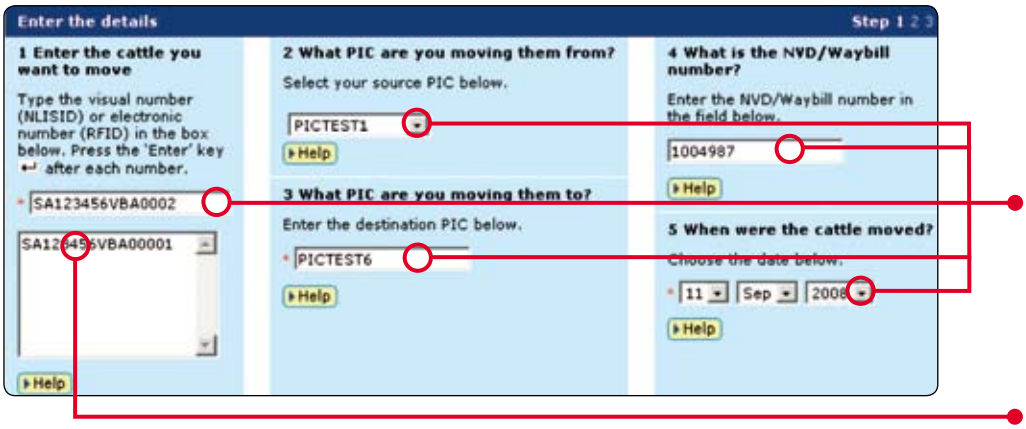
***Leave one space** after the first three numbers.*

*You can **copy** an electronic list of devices to the clipboard and use the **type in the details** method to **paste** the numbers on screen.*

Methods

- *Use **type in the details** to enter the details on the screen*
- *Use **upload a file** if you have a file containing all the transfer details*
- *Use **choose from the list** to view devices on your property and tick cattle that moved **off***

Type in the details method


Enter the details
Step 1 2 3
1 Enter the cattle you want to move
Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the 'Enter' key ↵ after each number.
SA123456VBA0002
SA123456VBA00001
Help
2 What PIC are you moving them from?
Select your source PIC below.
PICTEST1
Help
3 What PIC are you moving them to?
Enter the destination PIC below.
PICTEST6
Help
4 What is the NVD/Waybill number?
Enter the NVD/Waybill number in the field below.
1004987
Help
5 When were the cattle moved?
11 Sep 2008
Help

3 Enter details in the fields shown above.

4 Click ▸ Continue or click ◂ Back to change the details.

5 Confirm and click ▸ Send to submit the details to the database.

6 Retain the **Upload ID** of the transaction for your records.

Upload a file method

1 Create and save a file in CSV or TXT format on your computer.

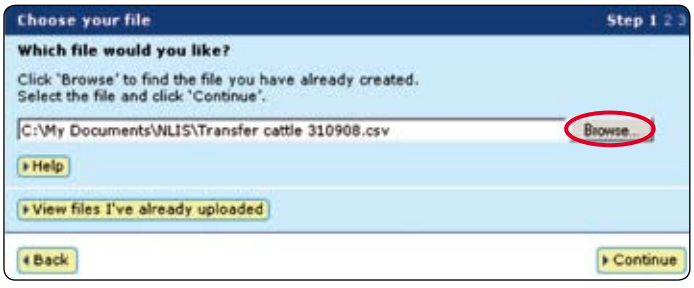
Excel file example to transfer two cattle:

NLIS ID (or RFID)	Source PIC	Dest PIC	NVD	Date
SA123456VBA00001	SA123456	MABC1234		11/09/2008
SA123455VBA00002	SA123456	MABC1234		11/09/2008

Notepad/Wordpad file example:

```
SA123456VBA00001,SA123456,MABC1234,,11/09/2008
SA123455VBA00002,SA123456,MABC1234,,11/09/2008
```

2 Follow steps 1–2 on page **3** and click ▸ upload a file



3 Click ▸ Browse... to find the file to upload.

4 Click ▸ Continue or ▸ Browse... to choose a different file.

5 Follow prompts to confirm and ▸ Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

TIPS

Enter the details (Screen Step 1)

- *NLISIDs or RFIDs*
- *Source PIC*
- *Destination PIC*
- *NVD (optional)*
- *Date*

*Press the **Enter** key after each device to transfer that number to the large box below.*

*Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).*

*If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.*

Create a file

*If there is no **NVD/Waybill**, leave the fourth field empty.*

If your reader software does not create the file, use Excel, Notepad or Wordpad.

*Use commas to separate Notepad or Wordpad fields. When you finish typing the information for one animal, press **Enter** to start a new line for the next animal.*

Save a file

*Save **Excel** files in **CSV** (Comma Separated Values) format.*

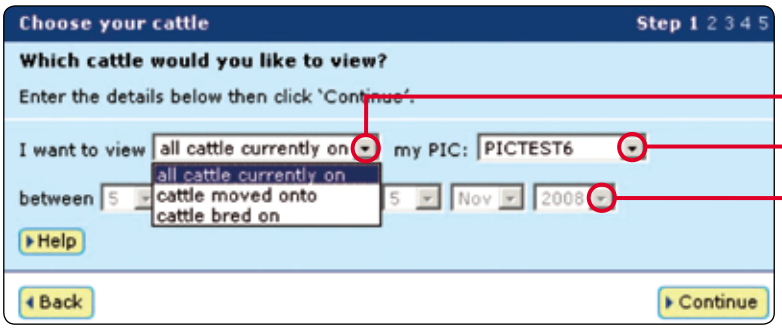
*Save **Notepad** or **Wordpad** files in **TXT** (Text) format*

Choose from the list method

You can only use this option to move cattle **off** a property.

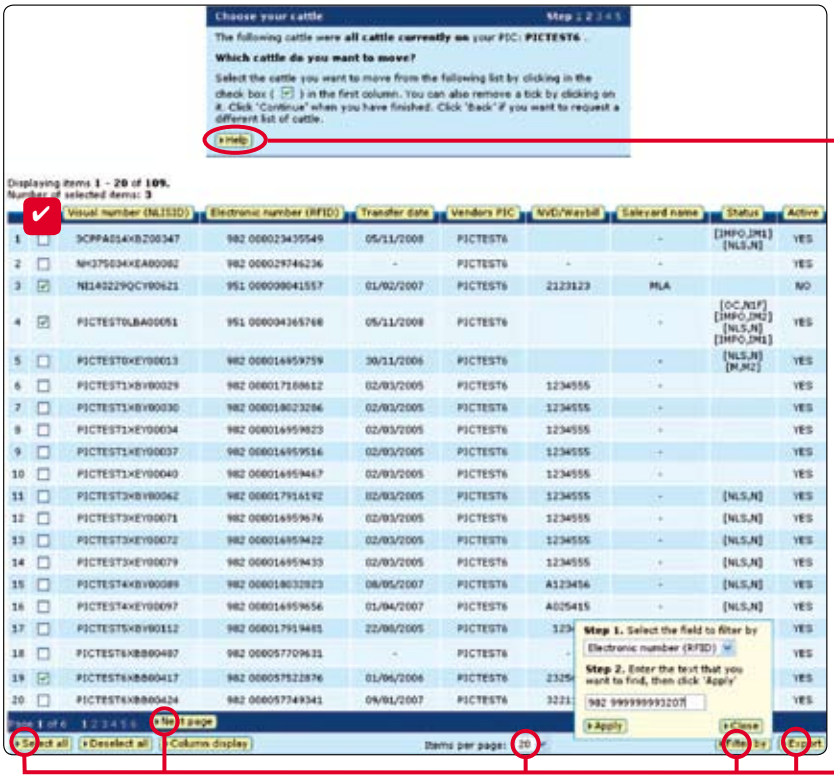
1 Click ▸ choose from the list

2 Enter details in the fields shown below.



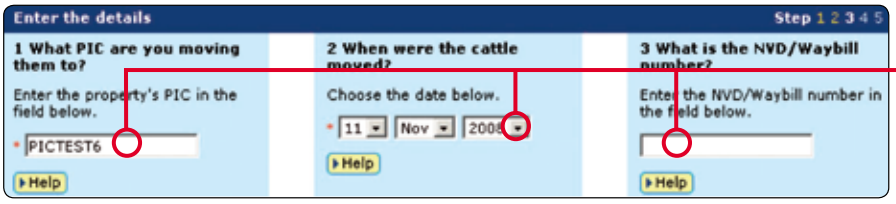
3 Click ▸ Continue or click ◂ Back to change the details.

4 Tick all the cattle that you want to move off the property.



5 Click ▸ Continue or click ◂ Back to change the details.

6 Enter details in the fields below.



7 Click ▸ Continue or click ◂ Back to change the details.

8 Follow prompts to confirm and ▸ Send details to the database.

9 Retain the **Upload ID** of the transaction for your records.

TIPS

*You may record the transfer **off** your property to ensure the cattle are removed from your account.*

Choose your cattle (Screen Step 1)

- *Choose **one** option*
- *Select the **PIC***
- *For **cattle moved onto** or **cattle bred on**, choose a date range*

Choose your cattle (Screen Step 2)

▸ Help *explains how to sort the list of items.*

▸ Select all *ticks items on the **current** screen.*

▸ Next page *means there are more pages to view and choose from.*

*To view all items on one page select **All** from the **Items per page** box.*

To search for specific items click ▸ Filter by

- *Select a **field** to filter by, enter the **text** you want to find and* ▸ Apply

or

- *Select **Status** as the **field** to filter by, tick **status types** to include and* ▸ Apply

Export results

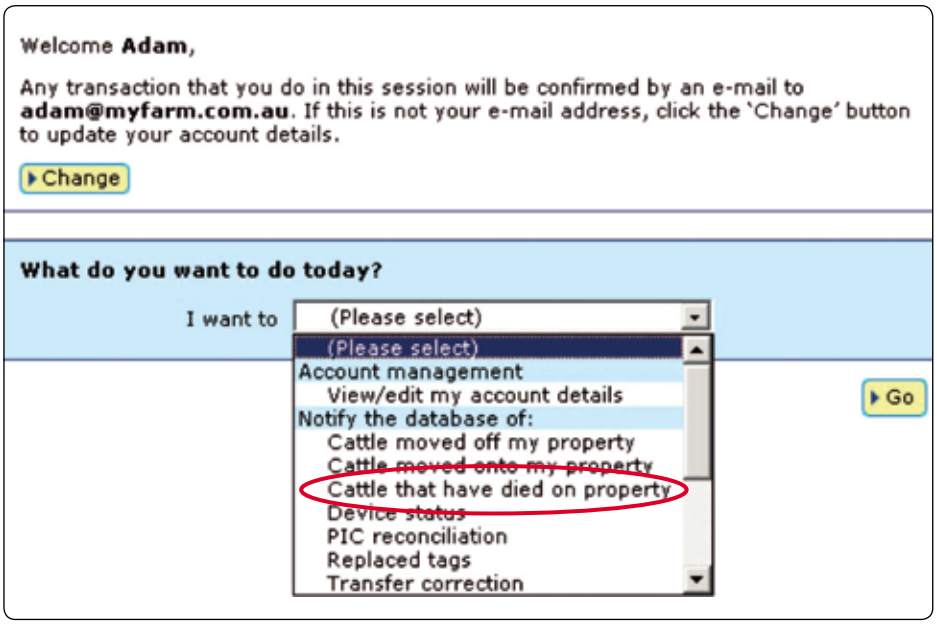
Click ▸ Export *if you want to save the data as a file on your computer.*

Enter the details (Screen Step 3)

- *Enter the **PIC***
- *Choose the **date***
- *Enter **NVD/Waybill** (optional)*

Cattle that died on property

When cattle die on your property, it is advisable to notify the database of the device numbers for those cattle. As deceased animals are not listed on current holdings reports, this makes it easier to reconcile your current cattle holdings with your database account.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Replaced tags
Transfer correction
Go

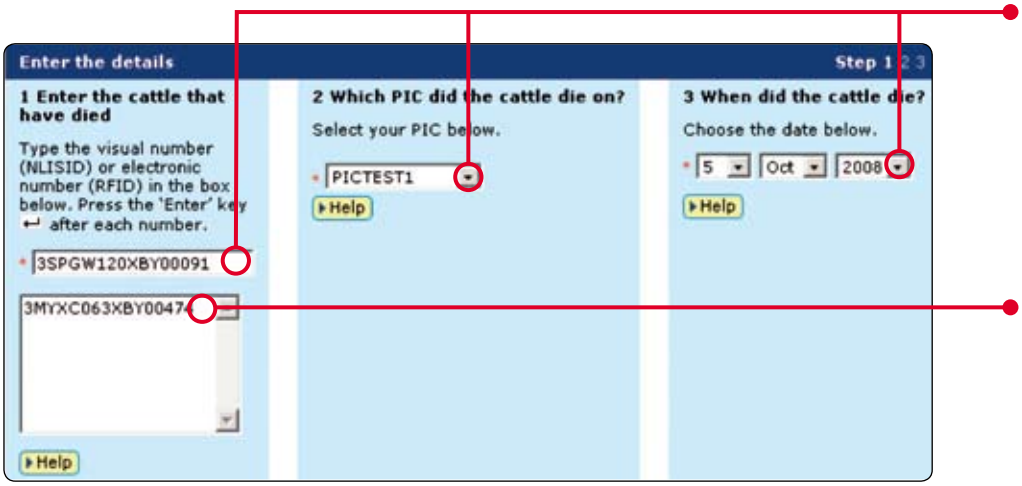
1 Select **Cattle that have died on property** and click Go

2 Choose **one** of two methods:

- Click type in the details ... see steps 3–6 below.
- Click choose from the list ... see page 7.

Type in the details method

3 Enter details in the fields shown below.



4 Click Continue or click Back to change the details.

5 Follow prompts to confirm and Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

TIPS

Methods

- *Use **type in the details** to enter the details on the screen*
- *Use **choose from the list** to view devices on your property and tick cattle that died*

Enter the details (Screen Step 1)

- *NLISIDs or RFIDs*
- *PIC cattle died on*
- *Date cattle died*

*Press the **Enter** key after each device to transfer that number to the large box below.*

*Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).*

*If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.*

Choose from the list method

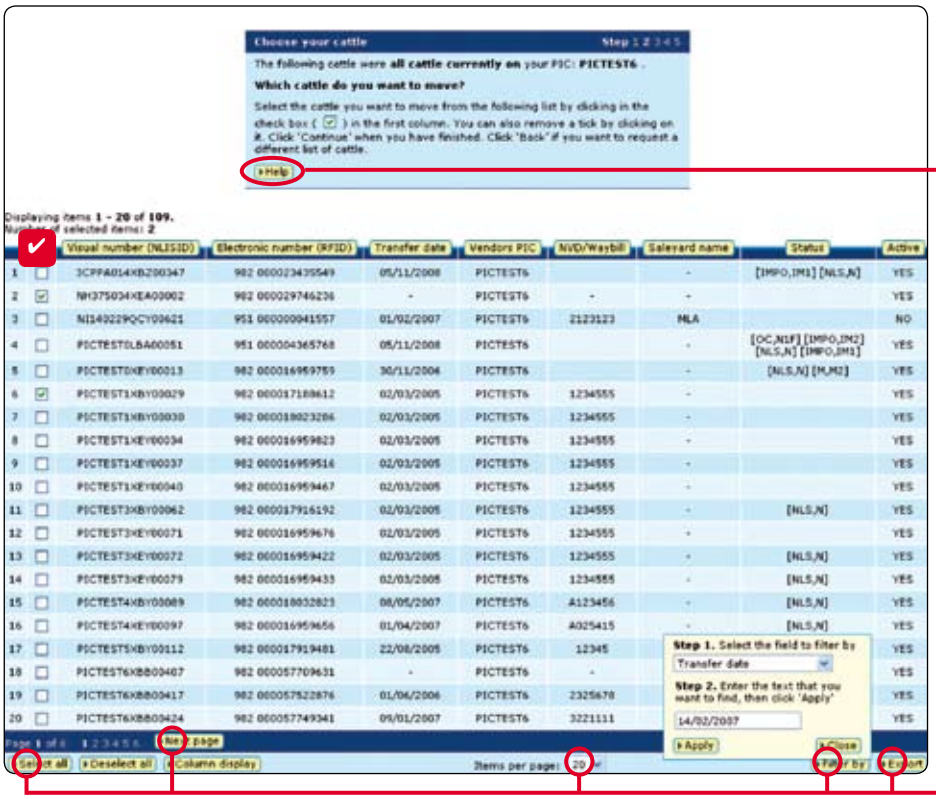
Rather than having to type the details on-screen, this method allows you to select the device numbers of the dead cattle from a list.

1 Click ▸ choose from the list

2 Enter details in the fields shown below.

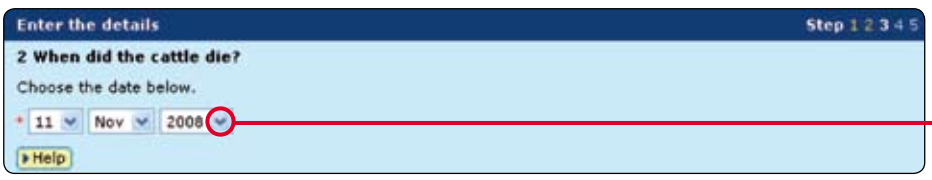
3 Click ▸ Continue or click ◂ Back to change the details.

4 Tick all the cattle that you want to move off the property.



5 Click ▸ Continue or click ◂ Back to change the details.

6 Choose the **date** and click ▸ Continue



7 Follow prompts to confirm and ▸ Send details to the database.

8 Retain the **Upload ID** of the transaction for your records.

TIPS

Choose your cattle (Screen Step 1)

- *Choose **one** option*
- *Select the **PIC***
- *For **cattle moved onto** or **cattle bred on**, choose a date range*

Choose your cattle (Screen Step 2)

▸ Help *explains how to sort the list of items.*

▸ Select all *ticks items on the **current** screen.*

▸ Next page *means there are more pages to view and choose from.*

*To view all items on one page select **All** from the **Items per page** box.*

To search for specific items click ▸ Filter by

- *Select a **field** to filter by, enter the **text** you want to find and* ▸ Apply

or

- *Select **Status** as the **field** to filter by, tick **status types** to include and* ▸ Apply

Export results

Click ▸ Export *if you want to save the data as a file on your computer.*

Enter the details (Screen Step 3)

- *Choose the **date** the cattle died*

Device status

Under the NLS (NLIS) program code, you can assign a 'status' code to a device to indicate when:

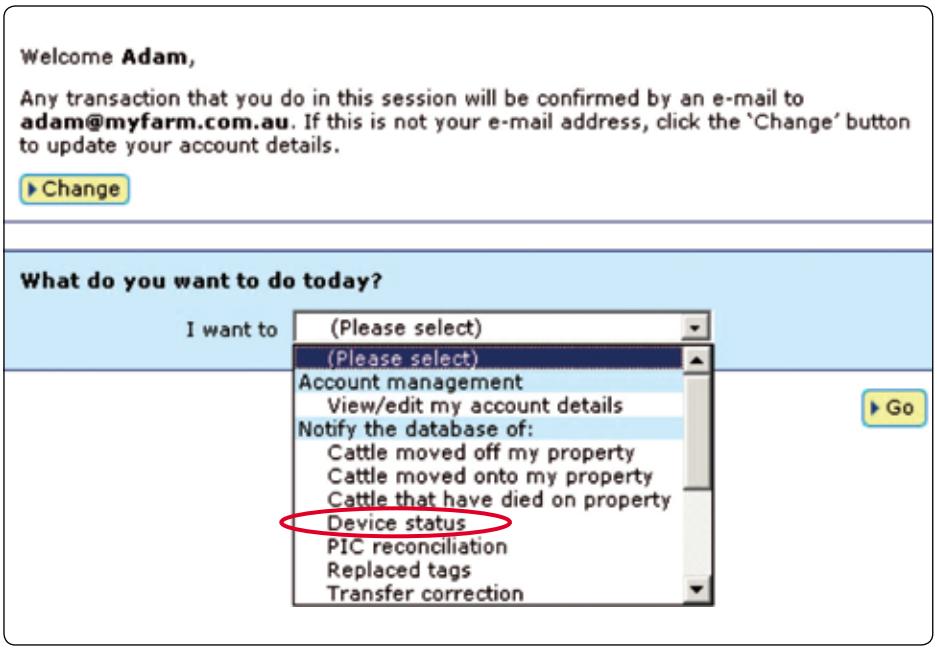
- a non-EU **Breeding** (B) animal is on an EU-accredited property
- a device is **Damaged** (D1)
- a device was **Lost after attachment** (L2) to an animal
- a device is **Inactive** (IA)

If you don't know if a device is lost or damaged, or if the animal associated with the device is dead, has strayed, or has moved off the property, you can assign the **Inactive** (IA) status to that device.

If a device with an IA status is transferred or slaughtered, and the transaction is recorded on NLIS, the status is automatically removed. It can also be removed manually by setting the status to 'Off'.

Inactive devices are automatically excluded from 'current holdings' reports, which makes is easier to reconcile cattle on the property with the database account.

If you prefer to include some **status types** on these reports, see **Customising reports** – **Filter by** on page 20 for more information.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Replaced tags
Transfer correction
Go

1 Select **Device status** and click Go

2 Choose **one** of three methods:

- Click type in the details ... see page 9.
- Click upload a file ... see page 9.
- Click choose from the list ... see page 10.

TIPS

*Print the **Program and status codes** Tech Tip.*

*EU-accredited producers and feedlots **must** obtain approval from **EUCAS** before moving non-EU breeding animals onto their property.*

*A **Breeding** (B) status should be assigned to those devices on the database.*

To assign a device status, you must know the NLISID or RFID numbers of the devices, the date the status changed and the status type you want to assign, or remove.

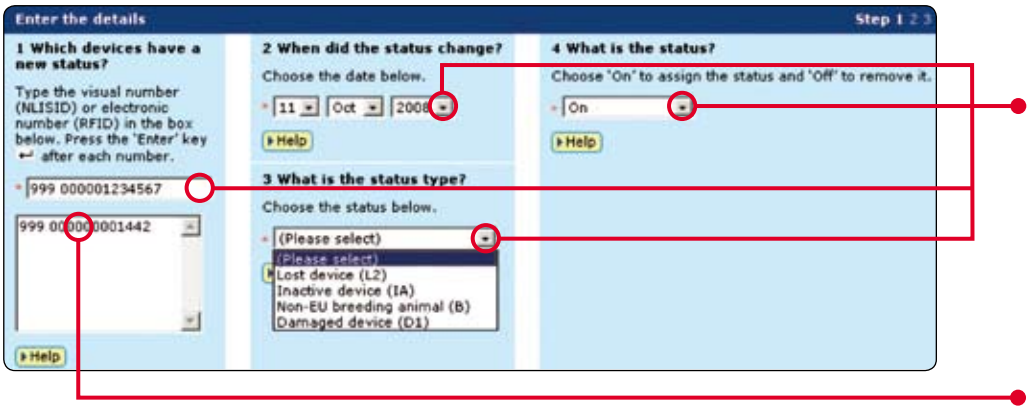
If a tag becomes damaged when applied to an animal's ear, or is lost after attachment, you can assign a status to that device.

*You can also record when a tag is replaced (see the **Replaced tags** topic).*

Methods

- *Use **type in the details** to enter the details on the screen*
- *Use **upload a file** if you have a file containing all the status details*
- *Use **choose from the list** to view devices on your property and tick the cattle to be assigned a status*

Type in the details method


Enter the details
Step 1 2 3
1 Which devices have a new status?
Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the 'Enter' key ↵ after each number.
999 000001234567
999 000001001442
Help
2 When did the status change?
Choose the date below.
11 Oct 2008
Help
3 What is the status type?
Choose the status below.
(Please select)
(Please select)
Lost device (L2)
Inactive device (IA)
Non-EU breeding animal (B)
Damaged device (D1)
4 What is the status?
Choose 'On' to assign the status and 'Off' to remove it.
On
Help

3 Enter details in the fields shown above.

4 Click ▸ Continue or click ◂ Back to change the details.

5 Follow prompts to confirm and ▸ Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

Upload a file method

1 Create and save a file in CSV or TXT format on your computer.

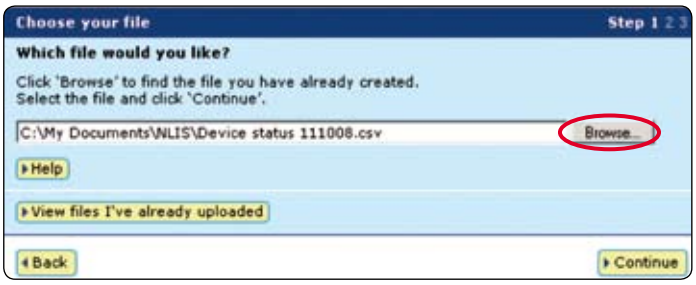
Excel file example to assign the **IA** status to one device:

NLISID (or RFID)	Date status assigned	Program code	Status code	Setting (ON or OFF)
999 000001234567	11/10/2008	NLS	IA	ON

Notepad/Wordpad file example

```
999 000001234567,11/10/2008,NLS,IA,ON
```

2 Follow steps 1–2 on page **8** and click ▸ upload a file



3 Click ▸ Browse... to find the file to upload.

4 Click ▸ Continue or ▸ Browse... to choose a different file.

5 Follow prompts to confirm and ▸ Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

TIPS

Enter the details (Screen Step 1)

- *NLISIDs or RFIDs*
- *Status date*
- *Status type*
- *Status On (or Off)*

*Press **Enter** after each device to transfer that number to the large box below.*

*Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).*

*If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.*

Create a file

*If you upload a file, you **must** include the **NLS** Program code.*

If your reader software does not create the file, use Excel, Notepad or Wordpad.

*Use commas to separate Notepad or Wordpad fields. When you finish typing the information for one animal, press **Enter** to start a new line for the next device.*

Save a file

*Save **Excel** files in **CSV** (Comma Separated Values) format.*

*Save **Notepad** or **Wordpad** files in **TXT** (Text) format.*

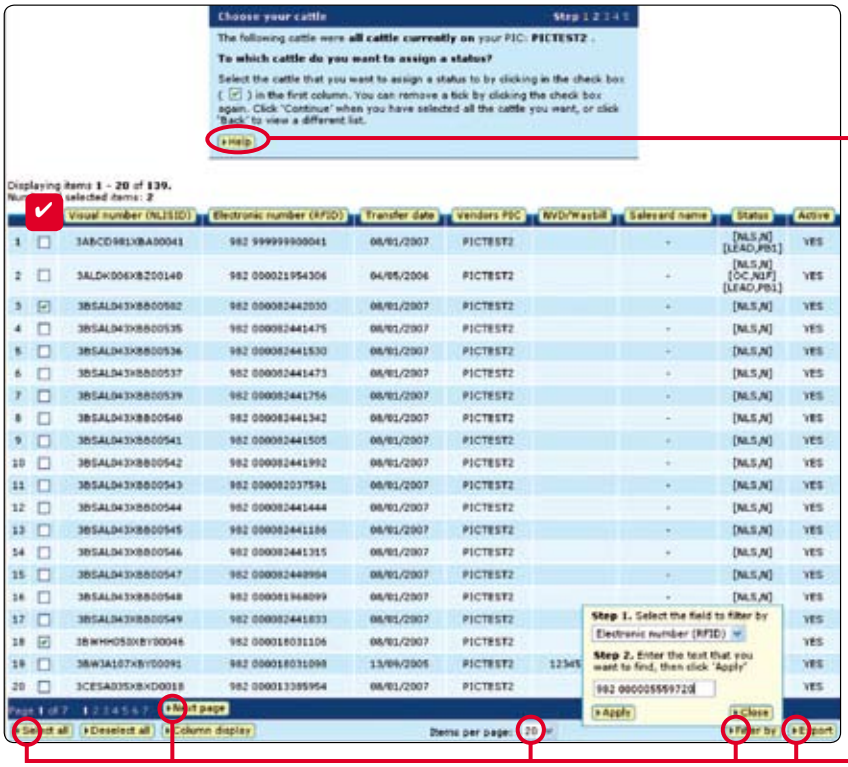
Choose from the list method

1 Click ▸ choose from the list

2 Enter details in the fields shown below.

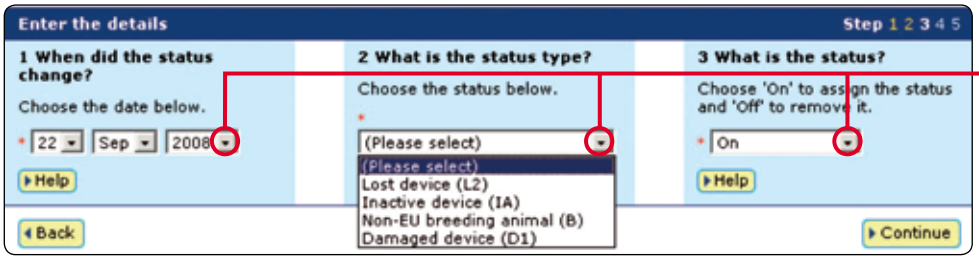
3 Click ▸ Continue or click ◂ Back to change the details.

4 Tick all the cattle that you want to move off the property.



5 Click ▸ Continue or click ◂ Back to change the details.

6 Enter details in the fields shown below.



7 Click ▸ Continue or click ◂ Back to change the details.

8 Follow prompts to confirm and ▸ Send details to the database.

9 Retain the **Upload ID** of the transaction for your records.

TIPS

Choose your cattle (Screen Step 1)

- *Choose **one** option*
- *Select the **PIC***
- *For **cattle moved onto** or **cattle bred on**, choose a date range*

Choose your cattle (Screen Step 2)

▸ Help *explains how to sort the list of items.*

▸ Select all *ticks items on the **current** screen.*

▸ Next page *means there are more pages to view and choose from.*

*To view all items on one page select **All** from the **Items per page** box.*

To search for specific items click ▸ Filter by

- *Select a **field** to filter by, enter the **text** you want to find and* ▸ Apply

or

- *Select **Status** as the **field** to filter by, tick **status types** to include and* ▸ Apply

Export results

Click ▸ Export *if you want to save the data as a file on your computer.*

Enter the details (Screen Step 3)

- *Status date*
- *Status type*
- *Status On (or Off)*

PIC reconciliation

The **PIC reconciliation** option helps you to reconcile the cattle on your property with devices registered to your PIC on the database. You can use this option anytime, but like the **Audit property** report, once or twice a year is usually enough.

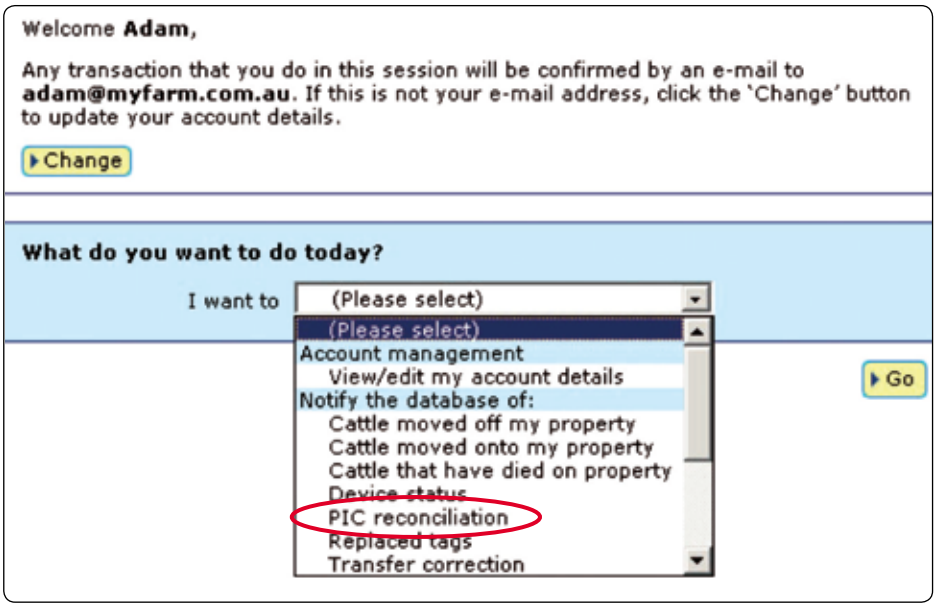
First, you must create a list of **Active devices**, preferably in electronic form on your computer. The list should include the NLISID or RFID numbers of all devices attached to cattle on your property, **plus** all devices purchased, but not yet attached to cattle.

If you use the **type in the details** method to submit your list to the database, the results are displayed on-screen in four groups:

1. Active devices **registered** to the PIC
2. Devices **not registered** to the PIC
3. Devices **registered** but **not submitted** (not on your list)
4. **Inactive** devices registered to the PIC (IA device status)

If you use the **upload a file** method to submit your list, you will receive the results by **E-mail** as CSV file attachments.

Whichever method you use, after reviewing the results, it is recommended that you take appropriate action to reconcile your database account.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Replaced tags
Transfer correction
Go

1. Select **PIC reconciliation** and click Go
2. View the information screen and click Continue
3. Choose **one** of two methods:
   - Click type in the details
   - Click upload a file

TIPS

*Print the **PIC reconciliation** Tech Tip for an example of the results displayed after you submit a list.*

*If your **Active device** list is electronic, copy the list to the clipboard, and use the **type in the details** method to **paste** the numbers onto the screen.*

*If there are more than **300** devices, the **upload a file** method may be faster.*

*If you upload a file, you will receive the **Results** as CSV files. To assign or remove the IA status for any devices, you must use the **Device status** option.*

Reconcile results

- ***Devices not registered to PIC***

*You can Export the device numbers from the **Results** screen and save them as a file on your computer. Then, use the **Cattle moved onto my property (Upload a file)** option to move those devices onto your PIC.*

- ***Registered devices not submitted***

*If the devices are no longer on your PIC, tick those devices on the **Results** screen to assign an IA status.*

- ***Inactive devices***

*If devices with an IA status on the database are active on your PIC, tick those devices on the **Results** screen to remove the IA status.*

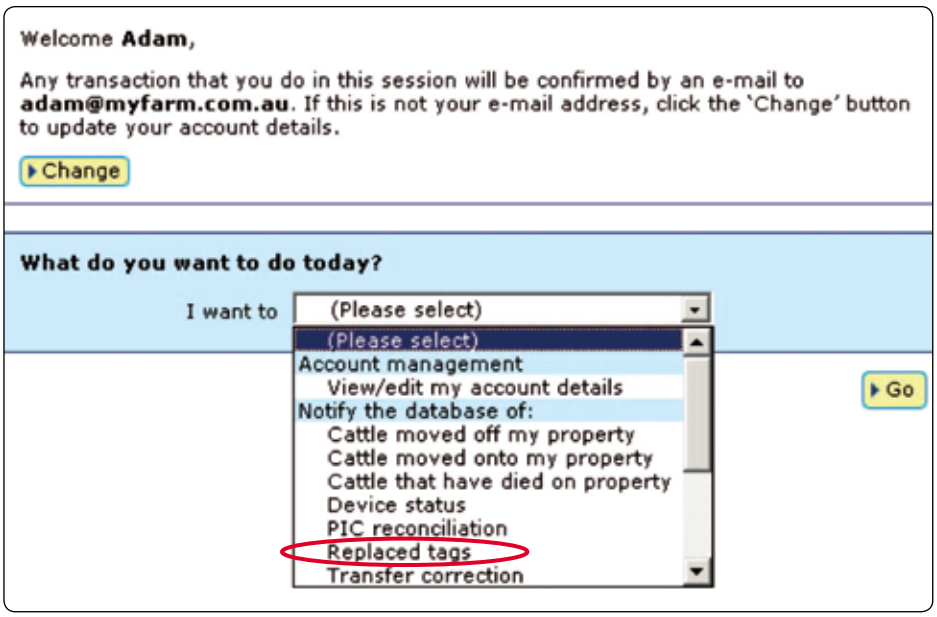
Replaced tags

You should only replace a device if it is lost after attachment to an animal, or becomes damaged when the device is applied to the animal's ear.

To preserve any statuses associated with the animal, for example, LT (Lifetime traceable), the old and new device numbers must be linked on the database.

If you don't know the old device number, you cannot link the device numbers, so the LT status will be lost.

If you don't know the number of the old device, the LT status will be lost.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Replaced tags
Transfer correction
Go

1 Select **Replaced tags** and click Go

2 Choose **one** of two methods:

- Click type in the details ... see page 13.
- Click upload a file ... see page 13.

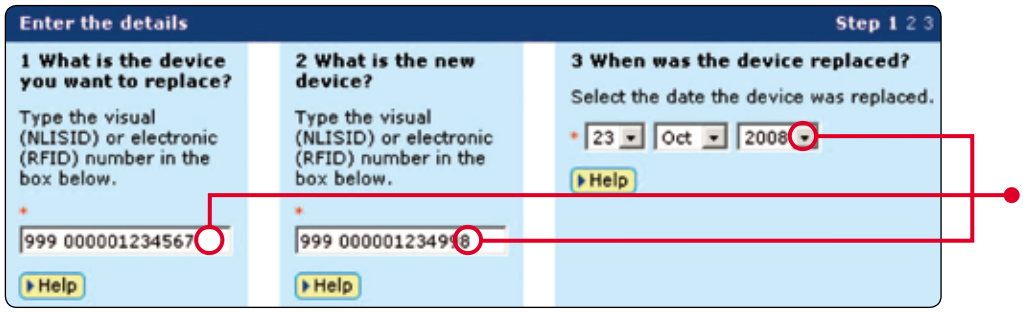
TIPS

*You must know the NLISID or RFID number of the **old** tag that was replaced, the **new** device number and the **date** the tag was replaced.*

Methods

- *Use **type in the details** to enter the details for one replaced device on the screen*
- *Use **upload a file** if you want to record the replacement of multiple devices and you have a file containing details for all the replaced tags*

Type in the details method


Enter the details
Step 1 2 3
1 What is the device you want to replace?
Type the visual (NLISID) or electronic (RFID) number in the box below.
999 000001234567
Help
2 What is the new device?
Type the visual (NLISID) or electronic (RFID) number in the box below.
999 000001234998
Help
3 When was the device replaced?
Select the date the device was replaced.
23
Oct
2008
Help

3 Enter details in the fields shown above.

4 Click ▸ Continue or click ◂ Back to change the details.

5 Follow prompts to confirm and ▸ Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

Upload a file method

1 Create and save a file in CSV or TXT format on your computer.

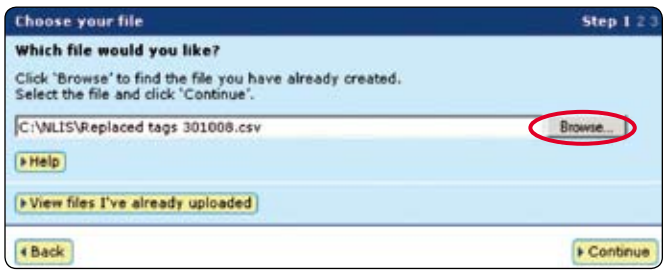
Excel file example to replace two tags:

Old NLIS ID (or RFID)	New NLIS ID (or RFID)	Date device replaced
999 000001234567	999 000001234998	23/10/2008
999 000001234588	999 000001234599	30/10/2008

Notepad/Wordpad file example:

999 000001234567,999 000001234998,23/10/2008
999 000001234588,999 000001234599,30/10/2008

2 Follow steps 1–2 on page **12** and click ▸ upload a file



3 Click ▸ Browse... to find the file to upload.

4 Click ▸ Continue or ▸ Browse... to choose a different file.

5 Follow prompts to confirm and ▸ Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

TIPS

Enter the details (Screen Step 1)

- *NLISID or RFID of the **old** device*
- *NLISID or RFID of the **new** device*
- *Date replaced*

*If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.*

Create a file

If your reader software does not create the file, use Excel, Notepad or Wordpad.

*Use commas to separate Notepad or Wordpad fields. When you finish typing the information for one animal, press **Enter** to start a new line for the next device.*

Save a file

*Save **Excel** files in **CSV** (Comma Separated Values) format.*

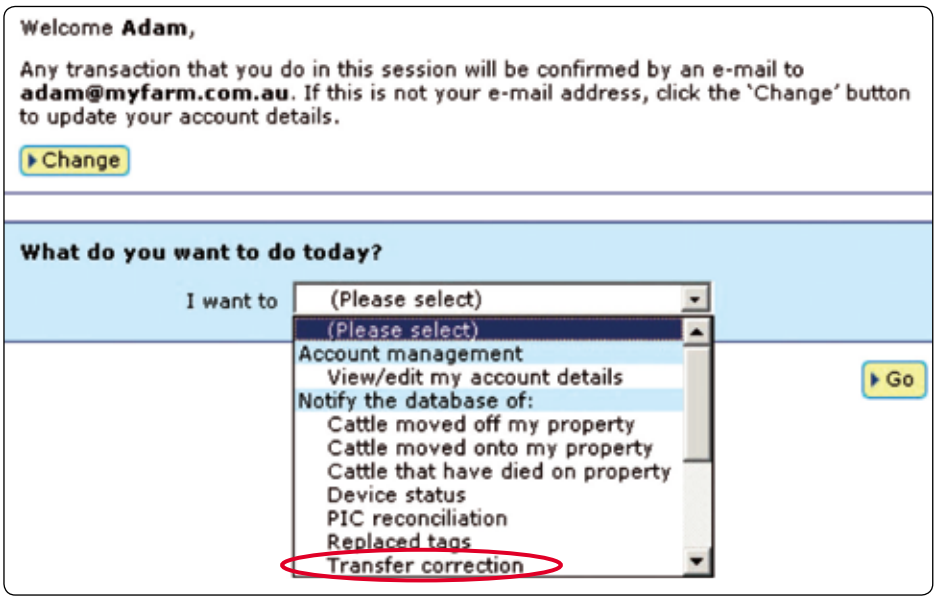
*Save **Notepad** or **Wordpad** files in **TXT** (Text) format.*

Transfer correction

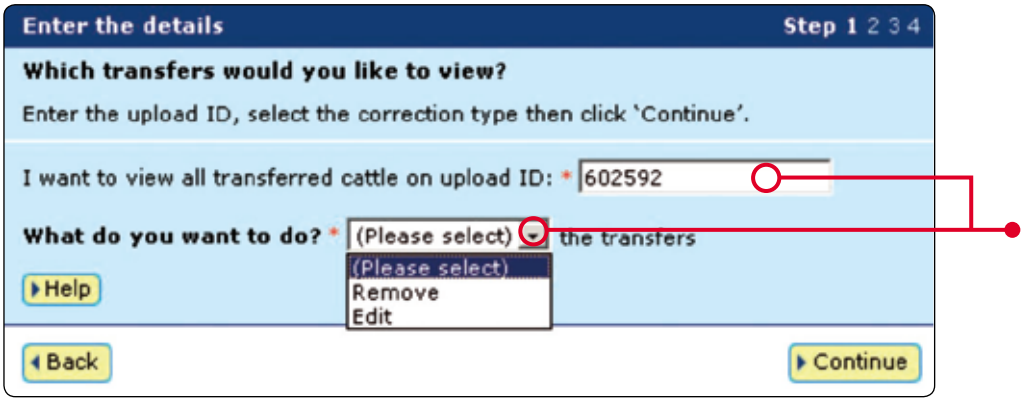
EU-accredited producers and feedlots **must** obtain approval from **EUCAS** before submitting a transfer correction.

You can only record a Transfer correction for property-to-property cattle transfers. The correction can only be:

- submitted by the account that uploaded the original transfer
- processed if it relates to the most recent transfer recorded for a device
- used to correct the **Transfer date, Source PIC, Destination PIC** and **NVD/Waybill** number
- used to remove a transfer if the wrong **device** was transferred


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
PIC reconciliation
Replaced tags
Transfer correction
Go

1 Select **Transfer correction** and click Go


Enter the details
Step 1 2 3 4
Which transfers would you like to view?
Enter the upload ID, select the correction type then click 'Continue'.
I want to view all transferred cattle on upload ID: * 602592
What do you want to do? * (Please select) the transfers
(Please select)
Remove
Edit
Help
Back
Continue

2 Enter the **upload ID** that contains the transfers, then select **Edit** or **Remove** and click Continue

- To **Edit** transfers ... see page 15.
- To **Remove** transfers ... see page 16.

TIPS

*You can correct data **you** submitted to NLIS.*

*The database retains the **original** transfer details but the transaction history for the device shows the **modified** transfer details.*

*You can edit or remove a transfer for a specific device **once** only, so check changes carefully.*

If you make a mistake, contact the NLIS Helpdesk or your State DPI to request assistance.

See the back cover of the User Guide for the contact details.

*If you don't know the **upload ID** that contains the transfers you want to remove or edit, select **View my transaction history** from the home page.*

Select the date you uploaded the transfer and click Go

Edit transfers

You can **edit** a transfer for a specific device only **once**, so before you send changes to the database, check the details carefully.

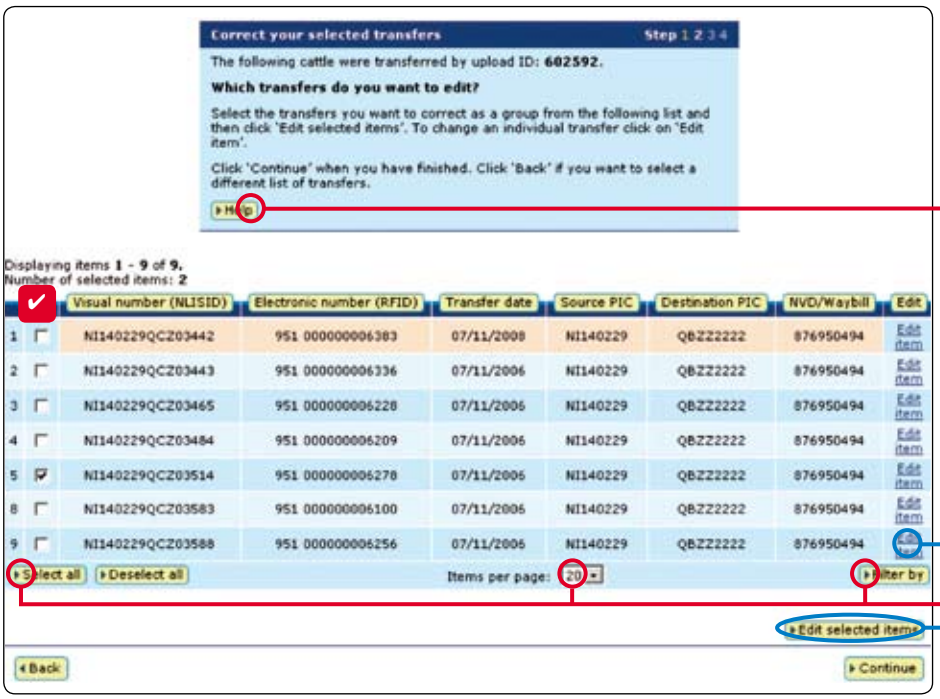
3 To edit details for individual transfers, click the **Edit item** link.

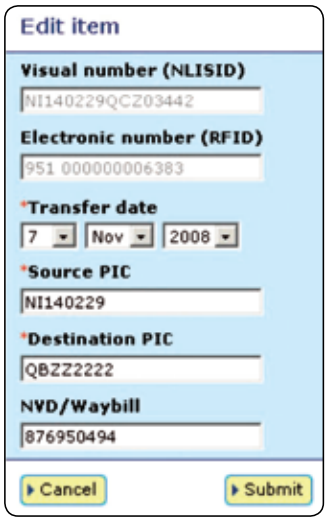
- Enter details in the **Edit item** window.

or

To edit the **same** details for a **group** of transfers, tick each transfer you want to edit, then click ▸ Enter selected items

- Enter details in the **Edit selected items** window.

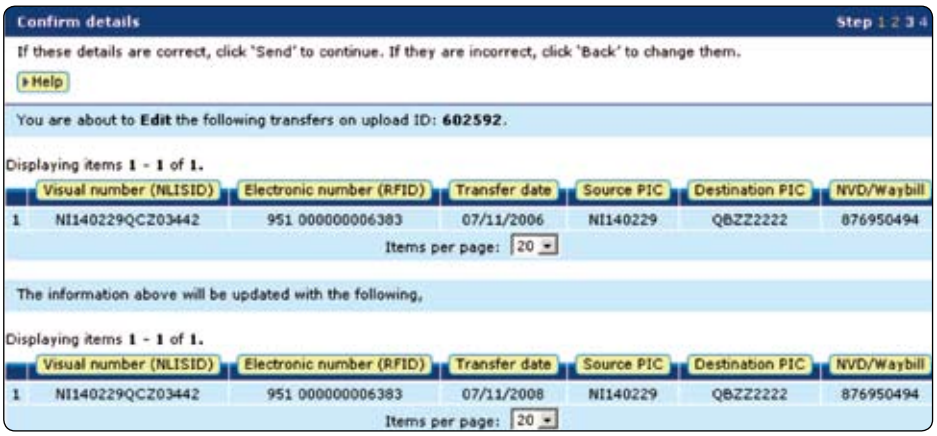

Correct your selected transfers
Step 1 2 3 4
The following cattle were transferred by upload ID: 602592.
Which transfers do you want to edit?
Select the transfers you want to correct as a group from the following list and then click 'Edit selected items'. To change an individual transfer click on 'Edit item'.
Click 'Continue' when you have finished. Click 'Back' if you want to select a different list of transfers.
Help
Displaying items 1 - 9 of 9.
Number of selected items: 2
Visual number (NLISID)
Electronic number (RFID)
Transfer date
Source PIC
Destination PIC
NVD/Waybill
Edit
Select all
Deselect all
Items per page: 20
Filter by
Edit selected items
Back
Continue

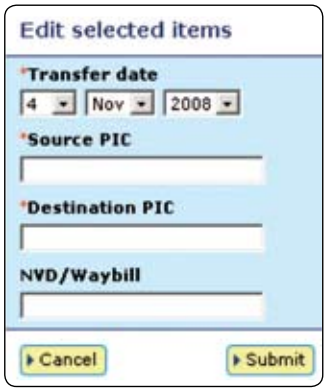


4 Click ▸ Submit to confirm or ▸ Cancel to see the previous screen.

After you submit, edited transfers are shaded in orange.

5 When you have finished editing transfers, click ▸ Continue


Confirm details
Step 1 2 3 4
If these details are correct, click 'Send' to continue. If they are incorrect, click 'Back' to change them.
Help
You are about to Edit the following transfers on upload ID: 602592.
Displaying items 1 - 1 of 1.
Visual number (NLISID)
Electronic number (RFID)
Transfer date
Source PIC
Destination PIC
NVD/Waybill
1 NI140229QCZ03442 951 000000006383 07/11/2006 NI140229 QBZZ2222 876950494
Items per page: 20
The information above will be updated with the following,
Displaying items 1 - 1 of 1.
1 NI140229QCZ03442 951 000000006383 07/11/2008 NI140229 QBZZ2222 876950494
Items per page: 20



6 Click ▸ Send to proceed or click ◂ Back to change the details.

7 Follow prompts to confirm and ▸ Send details to the database.

8 Retain the **Upload ID** of the transaction for your records.

TIPS

▸ Help *explains how to sort the list of items.*

▸ Select all *ticks items on the **current** screen.*

▸ Next page *means there are more pages to view and choose from.*

*To view all items on one page select **All** from the **Items per page** box.*

To search for specific items click ▸ Filter by

- *Select a **field** to filter by, enter the **text** you want to find and* ▸ Apply

or

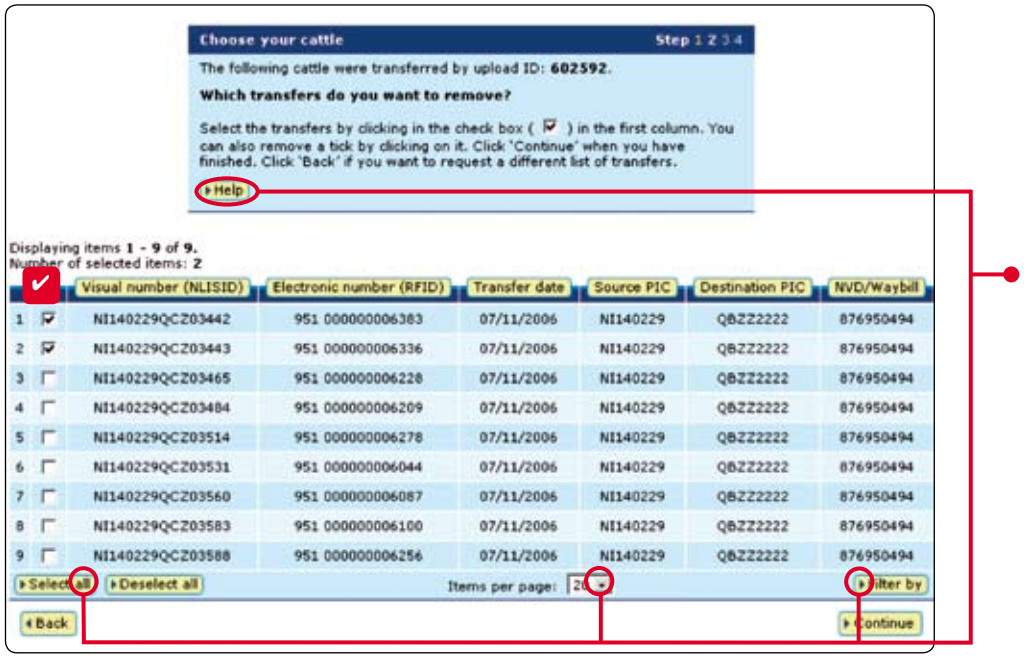
- *Select **Status** as the **field** to filter by, tick **status types** to include and* ▸ Apply

Remove transfers

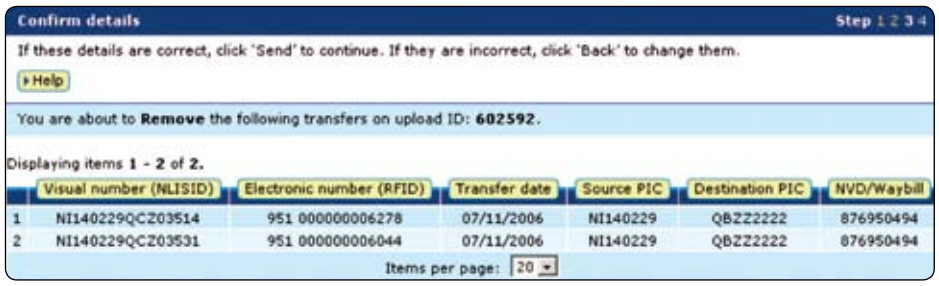
If you transferred the wrong device(s), you can **remove** a transfer.

You can do this for a specific device only **once**, so before you confirm and send changes to the database, check the details carefully.

3 Tick each transfer that you want to remove or click ▸ Select all to tick all items on the current screen.


Choose your cattle
Step 1 2 3 4
The following cattle were transferred by upload ID: 602592.
Which transfers do you want to remove?
Select the transfers by clicking in the check box (☑) in the first column. You can also remove a tick by clicking on it. Click 'Continue' when you have finished. Click 'Back' if you want to request a different list of transfers.
▸ Help
Displaying items 1 - 9 of 9.
Number of selected items: 2
Visual number (NLISID) | Electronic number (RFID) | Transfer date | Source PIC | Destination PIC | NVD/Waybill
1 NI140229QCZ03442 951 000000006383 07/11/2006 NI140229 QBZZ2222 876950494
2 NI140229QCZ03443 951 000000006336 07/11/2006 NI140229 QBZZ2222 876950494
3 NI140229QCZ03465 951 000000006228 07/11/2006 NI140229 QBZZ2222 876950494
4 NI140229QCZ03484 951 000000006209 07/11/2006 NI140229 QBZZ2222 876950494
5 NI140229QCZ03514 951 000000006278 07/11/2006 NI140229 QBZZ2222 876950494
6 NI140229QCZ03531 951 000000006044 07/11/2006 NI140229 QBZZ2222 876950494
7 NI140229QCZ03560 951 000000006087 07/11/2006 NI140229 QBZZ2222 876950494
8 NI140229QCZ03583 951 000000006100 07/11/2006 NI140229 QBZZ2222 876950494
9 NI140229QCZ03588 951 000000006256 07/11/2006 NI140229 QBZZ2222 876950494
▸ Select all ▸ Deselect all
Items per page: 20
▸ Filter by
◂ Back
▸ Continue

4 When you have selected all the transfers to be removed, click ▸ Continue


Confirm details
Step 1 2 3 4
If these details are correct, click 'Send' to continue. If they are incorrect, click 'Back' to change them.
▸ Help
You are about to Remove the following transfers on upload ID: 602592.
Displaying items 1 - 2 of 2.
Visual number (NLISID) | Electronic number (RFID) | Transfer date | Source PIC | Destination PIC | NVD/Waybill
1 NI140229QCZ03514 951 000000006278 07/11/2006 NI140229 QBZZ2222 876950494
2 NI140229QCZ03531 951 000000006044 07/11/2006 NI140229 QBZZ2222 876950494
Items per page: 20

5 Check that the transfers you want to remove are displayed on the **Confirm details** screen.

6 Click ▸ Send to proceed or click ◂ Back to select different transfers.

7 Follow prompts to confirm and ▸ Send details to the database.

8 Retain the **Upload ID** of the transaction for your records.

TIPS

▸ Help *explains how to sort the list of items.*

▸ Select all *ticks items on the **current** screen.*

▸ Next page *means there are more pages to view and choose from.*

*To view all items on one page select **All** from the **Items per page** box.*

To search for specific items click ▸ Filter by

- *Select a **field** to filter by, enter the **text** you want to find and* ▸ Apply

or

- *Select **Status** as the field to filter by, tick **status types** to include and* ▸ Apply

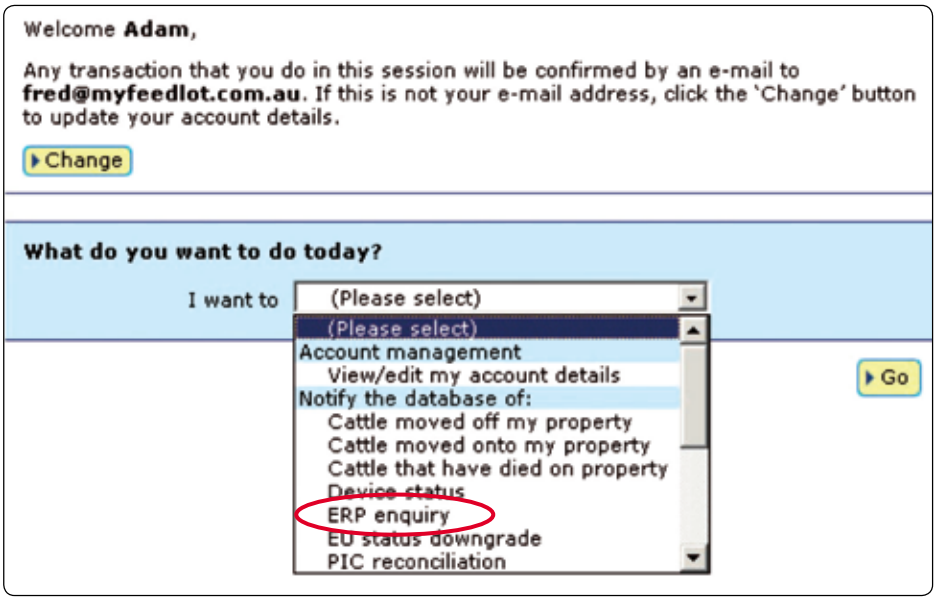
ERP enquiry

There are two ways a feedlot can check the Extended Residue Program (ERP) status of properties consigning cattle to the feedlot.

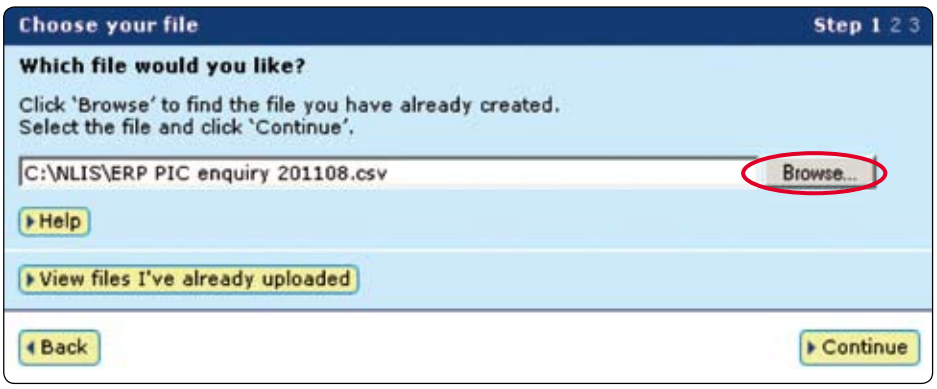
1. Submit an **ERP enquiry** (follow the steps below).
2. Generate an **ERP PIC status** report (see page 24).

For an enquiry, you must create a file to upload. The results are returned by **E-mail** as a CSV file attachment. If you are permitted to view details for the PIC numbers you submitted, the enquiry results will indicate the current ERP status codes for those PICs.

If there are no ERP statuses associated with those PICs, the results will indicate 'Clear No Test'. The Livestock Production Assurance (LPA) Program status of the properties is also displayed (if applicable).


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to fred@myfeedlot.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
ERP enquiry
EU status downgrade
PIC reconciliation
Go

1. Create and save a file in CSV or TXT format on your computer.
2. Select **ERP enquiry** and click ▸ Go



3. Click ▸ Browse... to find the file to upload.
4. Click ▸ Continue or ▸ Browse... to choose a different file.
5. Follow prompts to confirm and ▸ Send details to the database.
6. Retain the **Upload ID** of the transaction for your records.

TIPS

*Print the **Program and status codes** Tech Tip.*

*To submit an **ERP enquiry**, you must know the PIC numbers and create a file to upload those numbers to the database.*

Create a file

An Excel file to check the status of three PICs looks like this:

QABC1234
NA123456
SA123456

*For a Notepad or WordPad file, press **Enter** to start a new line for the next PIC.*

QABC1234
NA123456
SA123456

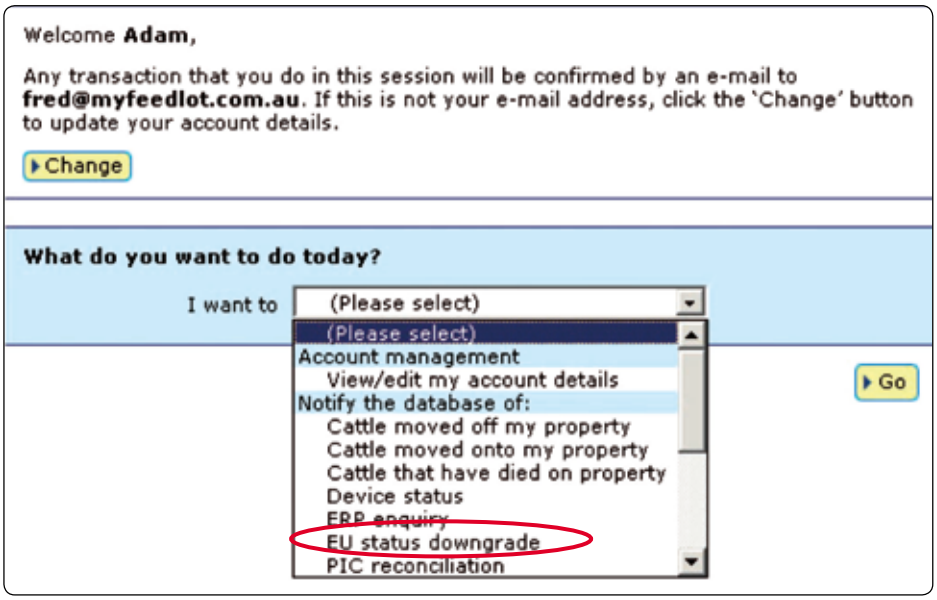
Save a file

*Save **Excel** files in **CSV** (Comma Separated Values) format.*

*Save **Notepad** or **Wordpad** files in **TXT** (Text) format*

EU status downgrade

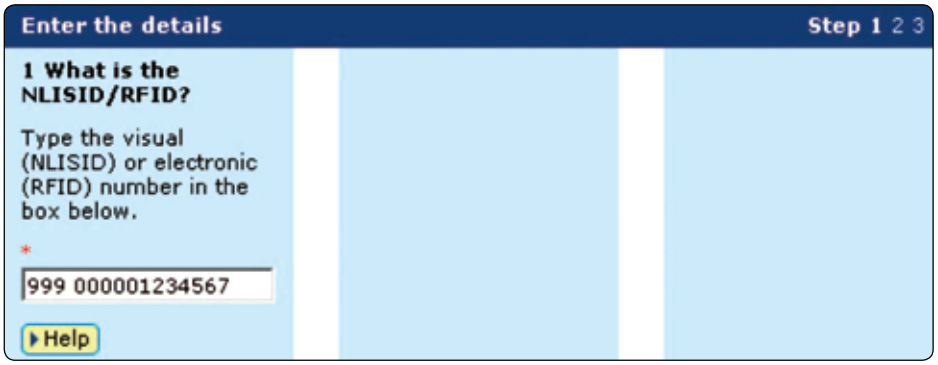
On the database, cattle on feedlots accredited under the **EUCAS** (European Union Cattle Accreditation Scheme) automatically have an EU status of 'Yes'. If an animal on the feedlot is not EU-eligible, you can downgrade its status by sending the device number to NLIS.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to fred@myfeedlot.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Account management
View/edit my account details
Notify the database of:
Cattle moved off my property
Cattle moved onto my property
Cattle that have died on property
Device status
EU status downgrade
PIC reconciliation
Go

1 Select **EU status downgrade** and click Go

2 Choose **one** of two methods.

Type in the details method


Enter the details
Step 1 2 3
1 What is the NLISID/RFID?
Type the visual (NLISID) or electronic (RFID) number in the box below.
*
999 000001234567
Help

3 Enter the **NLISID** or **RFID** number of the animal.

4 Click Continue to confirm and Send details to the database.

5 Retain the **Upload ID** of the transaction for your records.

Upload a file method

3 Click Browse... to find the file to upload.

4 Click Continue or Browse... to choose a different file.

5 Follow prompts to confirm and Send details to the database.

6 Retain the **Upload ID** of the transaction for your records.

TIPS

*All animals in the NLIS database have an EU status. This is either **Yes** (the animal is eligible for the EU market) or **No** (not eligible for the EU market).*

Methods

- *Use the **type in the details** method for one animal*
- *Use the **upload a file** method for multiple animals*

***Excel** file (3 animals):*

999 000000001234
999 000000001255
999 000000001256

***Notepad/Word** file:*

999 000000001234
999 000000001255
999 000000001256

*Press **Enter** to start a new line for the next tag.*

Save a file

*Save **Excel** files in **CSV** (Comma Separated Values) format.*

*Save **Notepad** or **Wordpad** files in **TXT** (Text) format.*

Generating reports

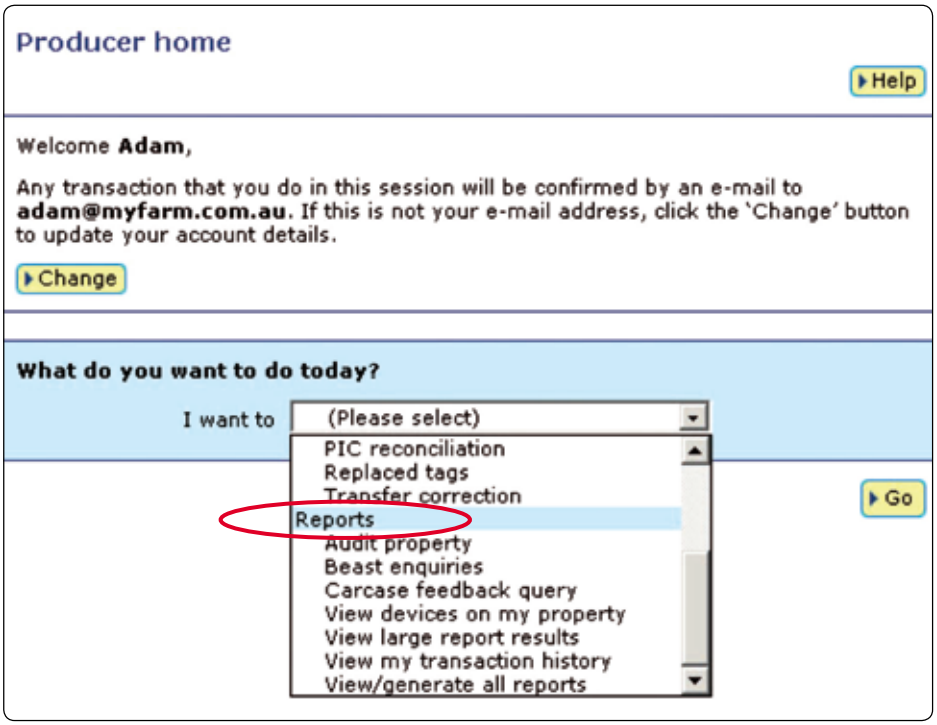
Generating reports

To comply with the National Traceability Performance Standards, States must be able to trace cattle within 24 hours to contain disease outbreaks or control chemical residue incidents.

If cattle are bought or sold through a saleyard, or sold to an abattoir, the saleyard or abattoir records the transfer on the database. If you buy or sell cattle privately and record the transfer yourself, or authorise someone else to do it, it is still your responsibility to ensure that the information recorded for your property is accurate.

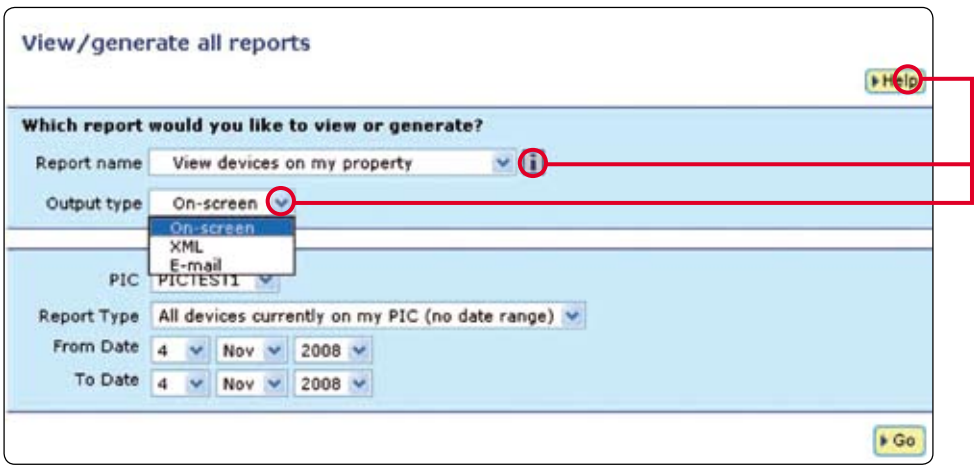
There are various database reports to help you monitor transfers on and off your property, reconcile your current holdings with your database account and check any 'statuses' recorded for your cattle.

If you can't see the report you want on the home page, see **View/generate all reports** on page 29.


Producer home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1 Select the report you want and click ▸ Go

2 Enter the details for the specific report and click ▸ Go



TIPS

Selecting reports

*Click the i icon next to the **Report name** for a description. If this is the report you want, click* ▸ Go

After selecting a report, click ▸ Help *if you want more information on how to generate the report.*

Output types

***On-screen** and **XML** reports will usually be delivered in a few minutes.*

***E-mail** reports will usually be delivered within two hours.*

*If you request an **On-screen** report, but there is too much data to display, you will receive an email message and can then access the report via the **View large report results** option.*

Printing reports

When the report is displayed on-screen, click ▸ Print preview *to see how the printed report would look.*

*To print the report, go to the **File** menu in **Print preview** and choose **Print**.*

Customising reports

See page 20 for instructions

Customising reports

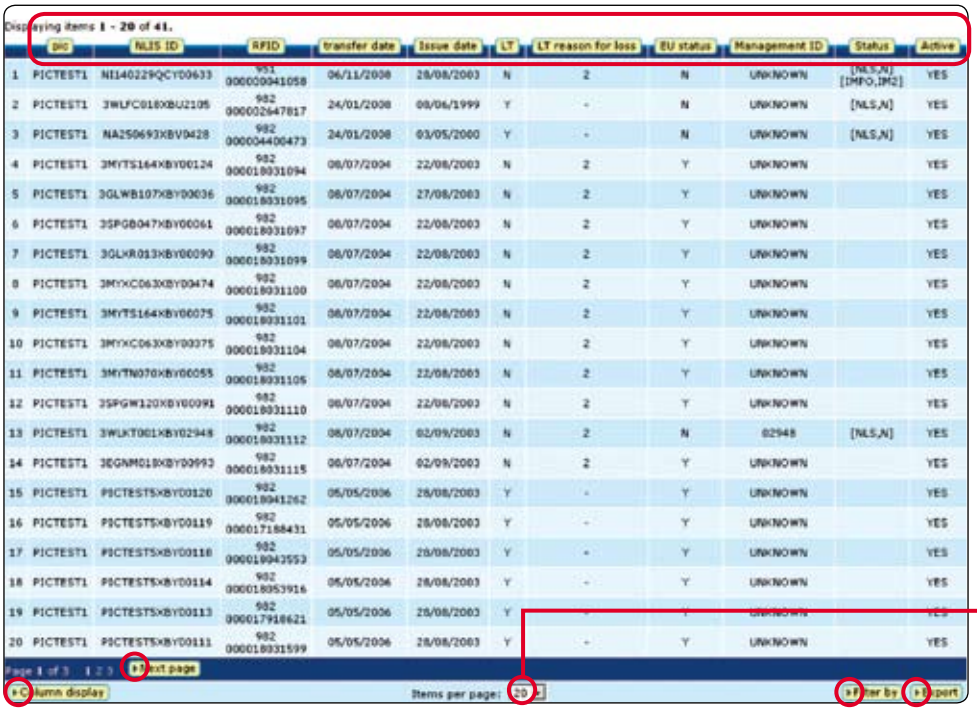
TIPS

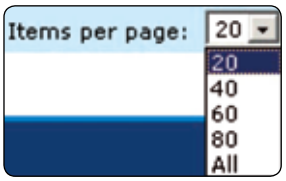
After a report is displayed on screen, you can customise it to suit your needs.

Sorting by fields

RFID ▼ Issue date ▲

Click a column heading to sort the report by that field. For example, to sort by the RFID field, click the **RFID** button at the top of the column. ▲ Indicates data is sorted in ascending order and ▼ indicates descending order. Click the button again to change the order.





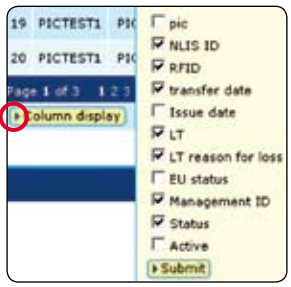
Next page / Items per page

The report automatically displays 20 items on each page. If there are more than 20 items, you will see a **Next page** button. To view all items on one screen, select **All** from the **Items per page** box.

Column display

Column display

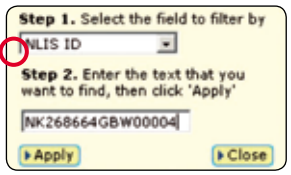
To choose which columns are displayed, click the **Column display** button. A pop-up window lists the column names in the report. Un-tick checkboxes for any columns you don't want to view and click the **Submit** button to update the report information on the screen.

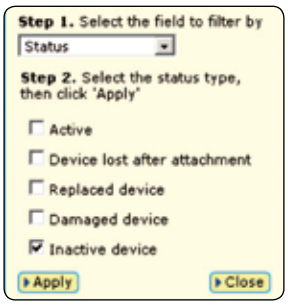


Filter by

Filter by

You can only filter or search by one field at a time. To filter or search for particular records within the report, click the **Filter by** button. Select the field you want to search or filter by, enter the text you want to find and click the **Apply** button. To search by status, select **Status** and tick the **Status types** you want to view. To remove a filter, click the **Remove filter** button.


Step 1. Select the field to filter by
NLIS ID
Step 2. Enter the text that you want to find, then click 'Apply'
NK268664GBW00004
Apply
Close



Export

Export

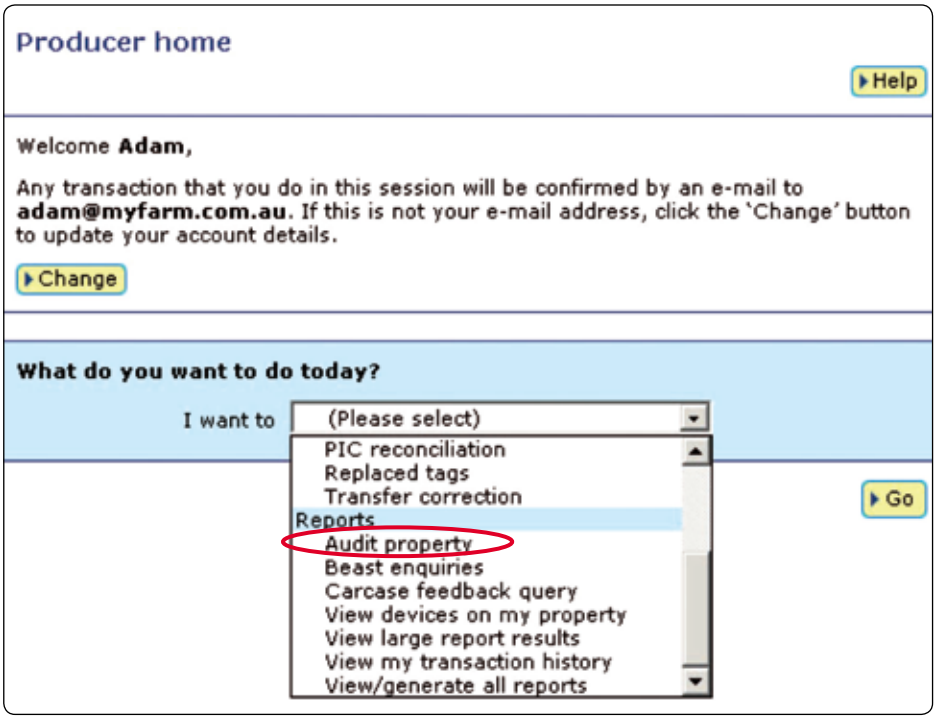
Results for any report can be exported to a file that can be saved on your computer or imported into other software programs. To export the report results displayed on screen, click the **Export** button, then click the **Help** button on the **Export results** screen and follow the instructions.

Audit property report

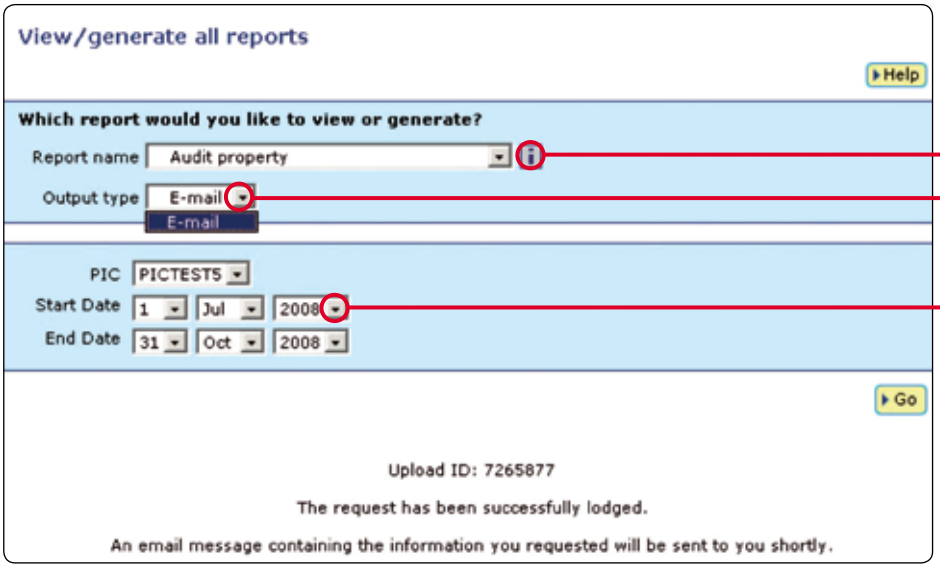
The **Audit property** report helps you to reconcile the cattle on your property with devices registered to your PIC on the database. You can generate this report anytime, but like **PIC reconciliation**, once or twice a year is usually enough.

If there are many cattle on your property and many transactions recorded for your database account, depending on the date range you specify, the report can contain a lot of information. The results are therefore delivered by **E-mail** as a CSV file attachment.

After reviewing the report results, take appropriate action to reconcile the cattle on your property with your database account.


Producer home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. Select **Audit property** and click ▸ Go
2. Select the **PIC** for which you want the report and click ▸ Go
3. Select the **Start Date** and **End Date** and click ▸ Go



TIPS

*Print the **Audit property report** Tech Tip to see an example of the report results.*

The report information is grouped in sections – cattle on your property, deceased cattle, cattle transferred on and off your property, inactive devices, purchased devices, system transfers etc.

*Due to the potential size of this report, the default **Output type** is E-mail. The report may take up to two hours to process and will be delivered to you as a CSV file attachment.*

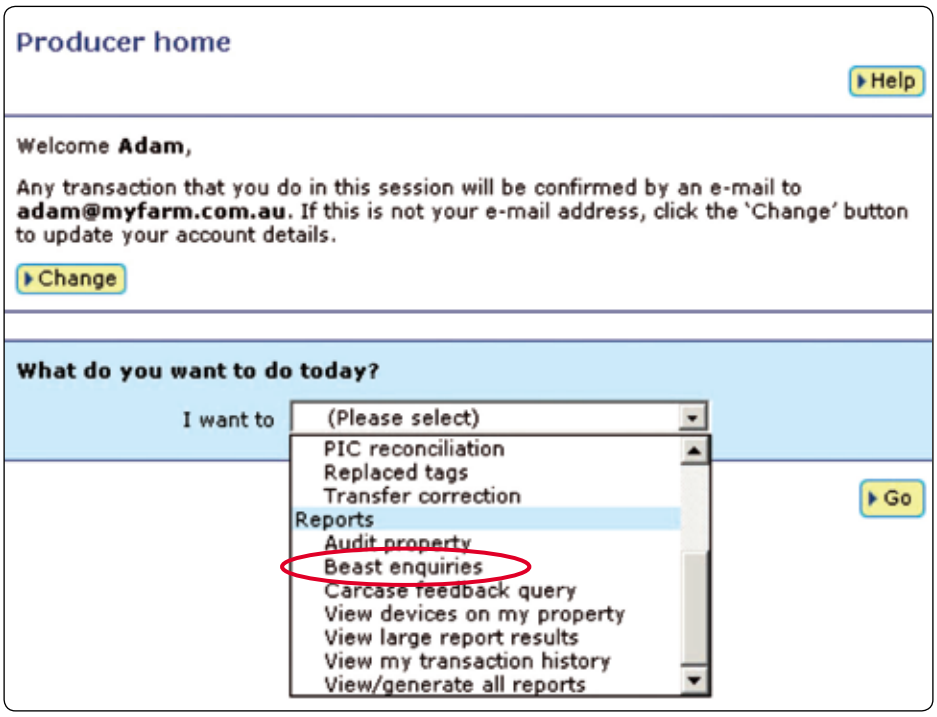
Depending on the number of cattle movements on and off your property, and the date range you specify, your Audit property report may be many pages.

Beast enquiries report

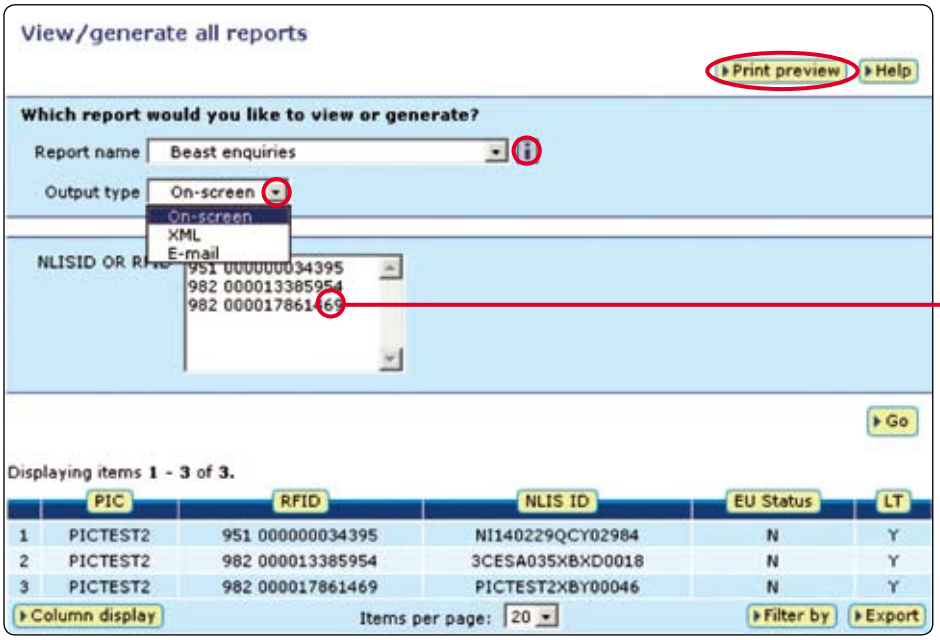
If you know the **NLISID** numbers of devices and need the matching **RFID** numbers, you can find out using the **Beast enquiries** report.

If the device numbers entered are registered to a PIC linked to your account, the report will display the Current PIC, RFID, NLIS ID, EU status and LT status.

If the devices were previously registered to that PIC, only the RFID and NLISID will be displayed. If the device was never registered to that PIC, you will be advised 'You are not authorised to view information for that device.'


Producer home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. Select **Beast enquiries** and click ▸ Go
2. Choose an **Output type** for the report.
3. **Enter** the **NLISID** or **RFID** numbers and click ▸ Go



TIPS

*Print the **LT Reason for loss codes** Tech Tip.*

Customising and printing reports

*See **TIPS** pages 19–20.*

*Press the **Enter** key after each device to start a new line.*

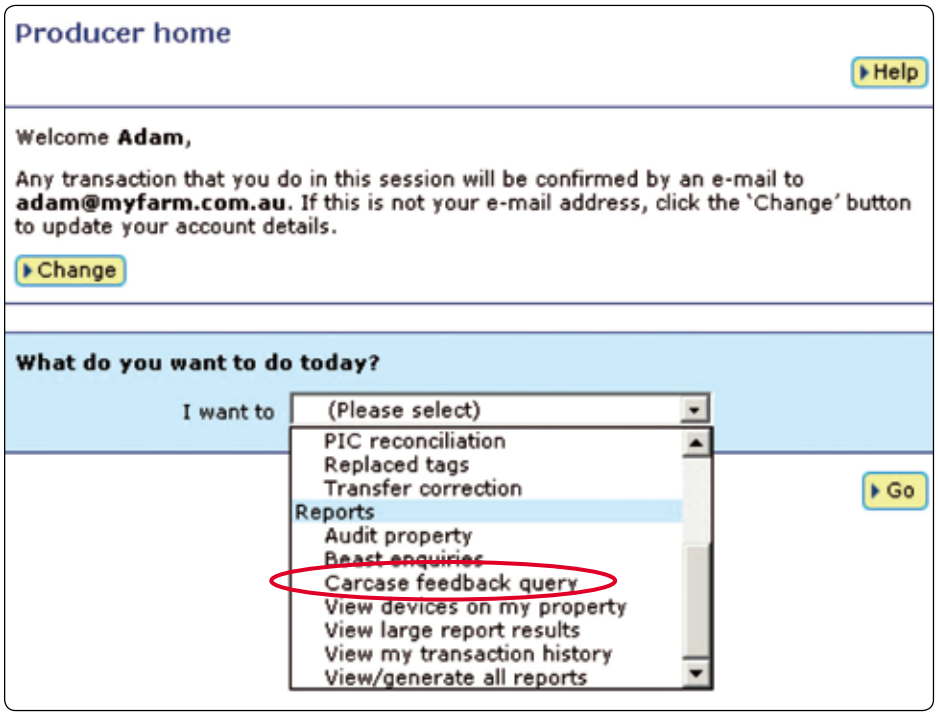
*Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).*

*If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.*

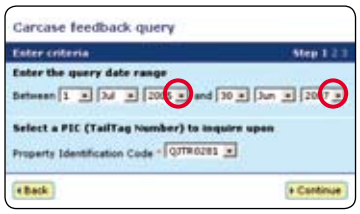
Carcase feedback query

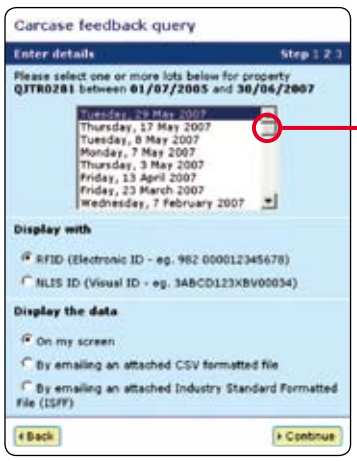
When an abattoir slaughters cattle, it uploads the device numbers to the database. Depending on State regulations, the abattoir may also upload carcase feedback (CFB) data, usually within 48 hours. In Western Australia, abattoirs must upload data within seven days.

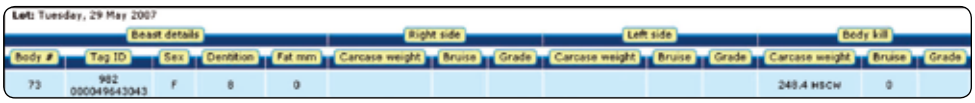
The data uploaded varies according to the State and the software program used by the abattoir. You can submit a **Carcase feedback query** to the database but you will only be able to view data if the abattoir records the PIC of consignment (where the cattle came from). If the data is inaccurate or incomplete, contact the abattoir.


Producer home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. Select **Carcase feedback query** and click Go
2. Enter a **date range**, select a **PIC** and click Continue
3. Select one or more **lots**, and click Continue




Carcase feedback query
Enter details
Step 1 2 3
Please select one or more lots below for property
Tuesday, 29 May 2007
Thursday, 17 May 2007
Tuesday, 8 May 2007
Monday, 7 May 2007
Thursday, 3 May 2007
Friday, 13 April 2007
Friday, 23 March 2007
Wednesday, 7 February 2007
Display with
RFID (Electronic ID - eg. 982 000012345678)
NLIS ID (Visual ID - eg. 3ABCD123XBV00034)
Display the data
On my screen
By emailing an attached CSV formatted file
By emailing an attached Industry Standard Formatted File (ISFF)
Back
Continue



TIPS

*Print the **Carcase feedback query** Tech Tip for a description of the query results.*

Customising and printing reports

See TIPS pages 19–20.

*If you specify a wide **date range** when you submit the query, or if there is a lot of CFB data, the query may take a few minutes to process.*

*To select more than one **lot**, click and drag down the list or press the Ctrl key and click the lots you want. For each lot you select, the CFB data will be listed in a separate row on the results screen*

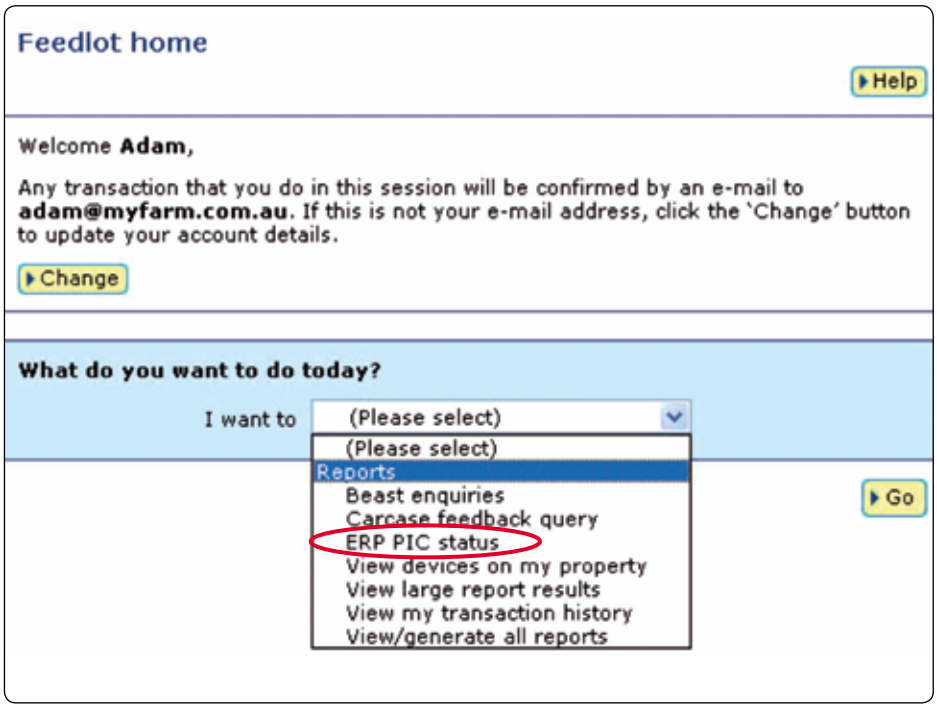
When the query results are displayed, click Export *if you want to save the CFB data as a file on your computer.*

ERP PIC status report

There are two ways a feedlot can check the Extended Residue Program (ERP) status of properties consigning cattle to the feedlot.

1. Submit an **ERP enquiry** (see page 17).
2. Generate an **ERP PIC status** report (follow the steps below).

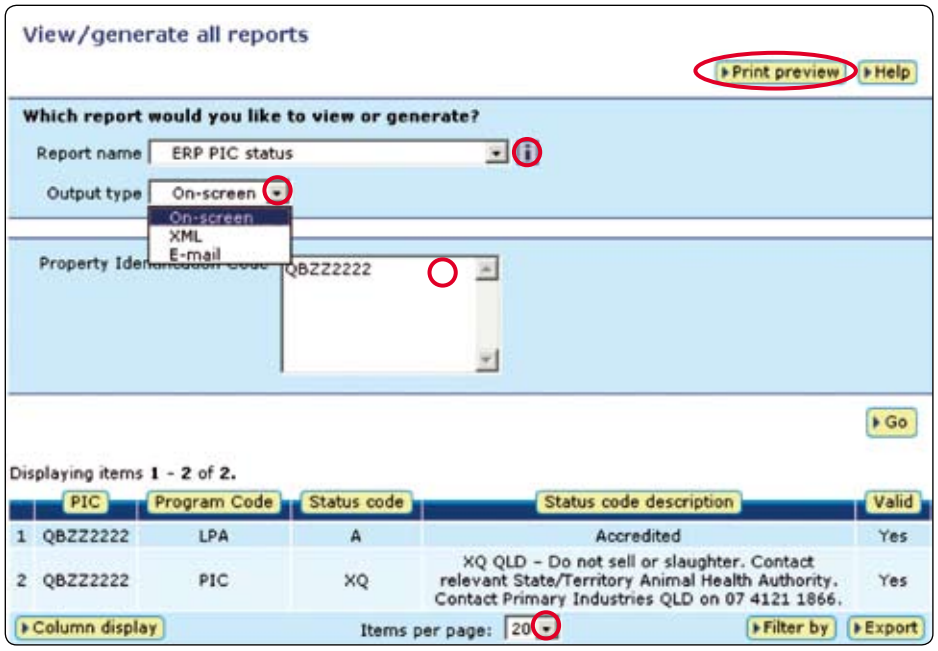
If you choose the report, the results are displayed on-screen. If you are permitted to view details for the PIC numbers you submitted, the results will indicate the current ERP status codes for those PICs.


Feedlot home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
(Please select)
Reports
Beast enquiries
Carcase feedback query
ERP PIC status
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1 Select **ERP PIC status** and click Go

2 Choose an **Output type** for the report.

3 Type or paste in the **PIC** numbers and click Go



TIPS

*Print the **Program and status codes** Tech Tip.*

Customising and printing reports

*See **TIPS** pages 19–20*

If there are no ERP statuses associated with the PICs you enter, the results will indicate 'Clear No Test'.

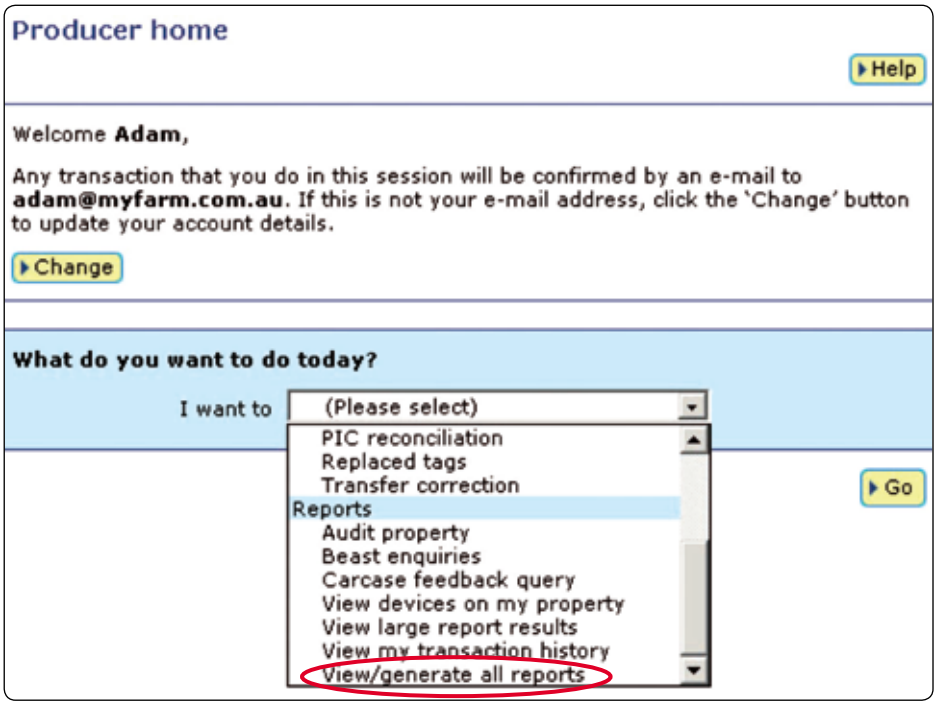
The Livestock Production Assurance (LPA) Program status of the properties will be displayed (if applicable).

Search the PIC register

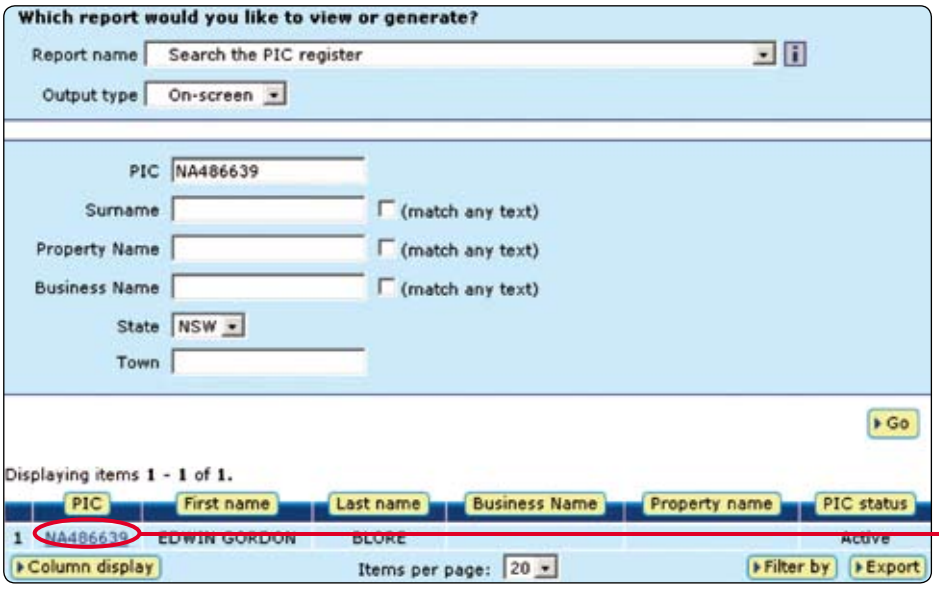
Property Identification Code (PIC) registers maintained by States are uploaded to the NLIS Database to create a National PIC register.

You can search the register to find information about other properties. For example, you may know the PIC number, but not the name of the owner or business associated with that PIC.

State privacy laws specify what information may be disclosed, and to whom. If you are permitted to view the information, any records matching the details you typed in the search fields will be displayed.


Producer home
Help
Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. Select **View/generate all reports** and click Go
2. Select **Search the PIC register** and click Go
3. Choose an **Output type** for the report.
4. Type information in one or more fields and click Go



TIPS

Customising and printing reports

*See **TIPS** pages 19–20.*

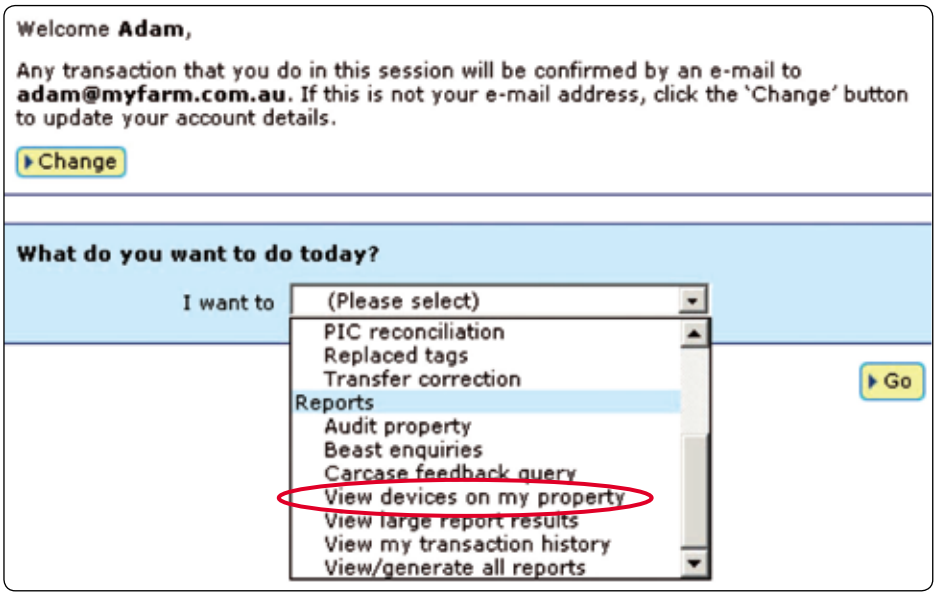
*If you cannot see the **Search the PIC register** report on the home page menu, select **View/generate all reports**, scroll to the PIC queries group and select the report.*

The report returns all records matching the information you entered and displays the contact details.

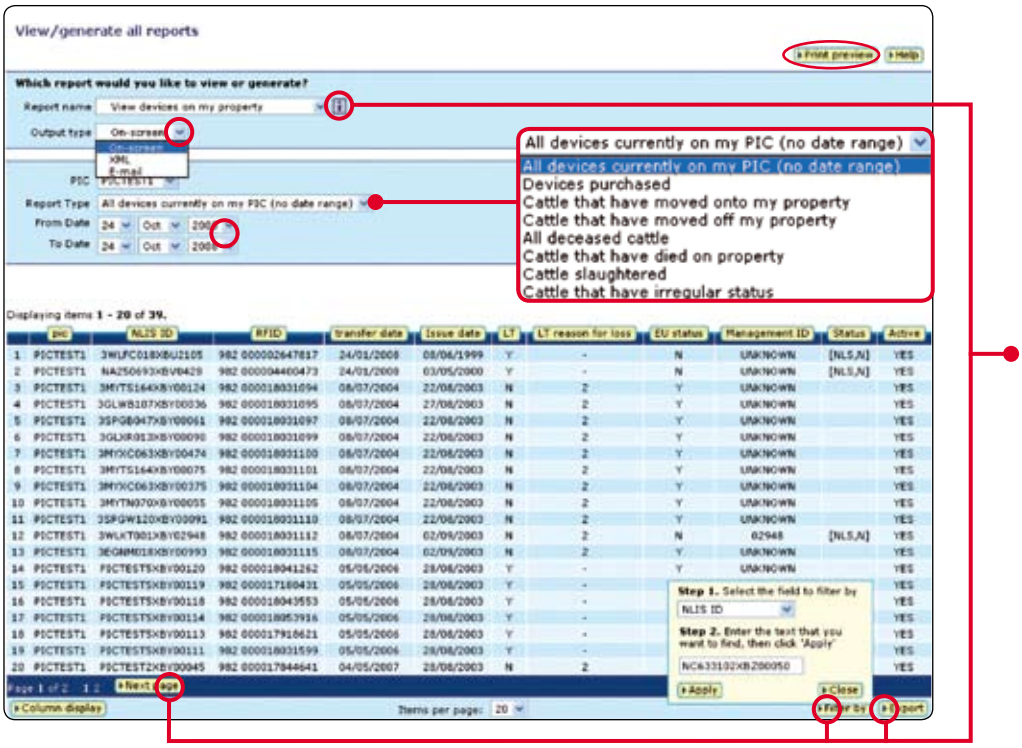
*Click the **PIC** hyperlink to display additional Town and State information.*

View devices on property

This report downloads a list of devices registered to your PIC. There are eight options for this report. The default option is **all devices currently on your PIC (no date range)**, but you can also request a list of **purchased devices**, a list of **all deceased cattle**, a list of cattle movements onto your property for a specific period etc.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. Select **View devices on my property** and click ▸ Go
2. Choose an **Output type** for the report.
3. Select the **PIC** for which you want to view devices.
4. Select one of the eight **report types** and click ▸ Go
5. Choose a **date range** (if applicable) and click ▸ Go


View/generate all reports
Which report would you like to view or generate?
Report name
View devices on my property
Output type
Report Type
From Date
To Date
All devices currently on my PIC (no date range)
All devices currently on my PIC (no date range)
Devices purchased
Cattle that have moved onto my property
Cattle that have moved off my property
All deceased cattle
Cattle that have died on property
Cattle slaughtered
Cattle that have irregular status
Displaying items 1 - 20 of 39.
Step 1. Select the field to filter by
Step 2. Enter the text that you want to find, then click 'Apply'
Apply
Close
Export

TIPS

*Print the **LT reason for loss codes** Tech Tip.*

The Lifetime traceable status is Yes or No.

The European Union status codes are:

***Y** EU eligible*

***N** Not EU eligible*

***B** Breeding animal*

***D** Deceased animal*

Customising and printing reports

*See **TIPS** pages 19–20.*

▸ Next page *means there are more pages to view.*

*To view all items on one page, select **All** from the **Items per page** box.*

*The list automatically **excludes** devices with an **IA** (Inactive) status.*

*If you want to **include** Inactive devices (or other status types) click* ▸ Filter by

- *Select a **field** to filter by, enter the **text** you want to find and* ▸ Apply

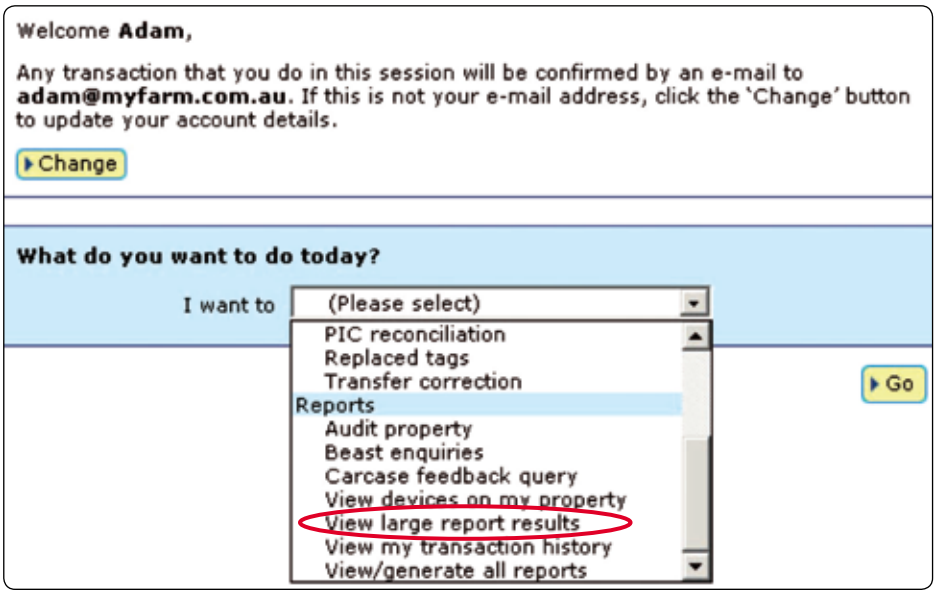
or

- *Select **Status** as the **field** to filter by, tick **status types** to include and* ▸ Apply

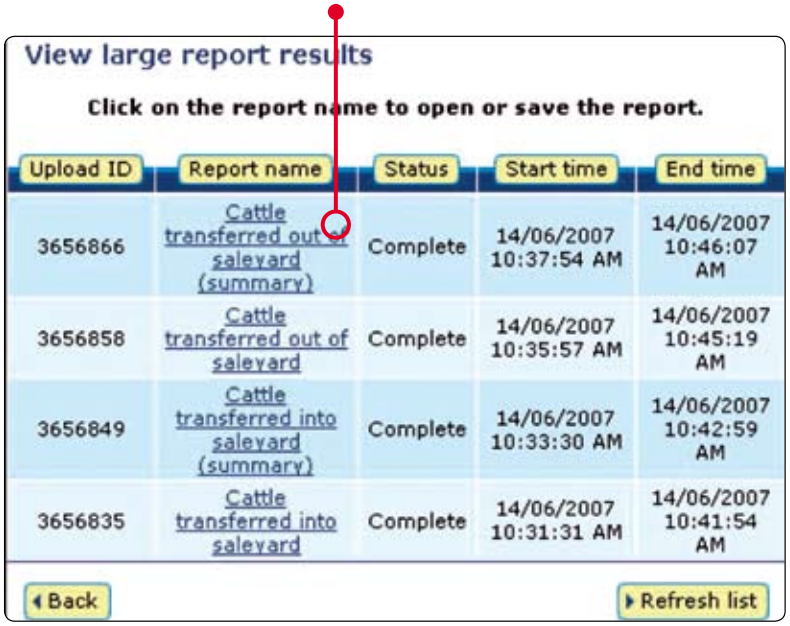
Click ▸ Export *if you want to save the data as a file on your computer.*

View large report results

As some reports contain a large amount of data, they take a while to process. If your report is too large to display on-screen, you will be notified by E-Mail when the report is ready to view.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. When you are notified that the report is ready to view, click the hyperlink in the E-mail message to open the report.
2. If the link doesn't display the report, login to NLIS.
3. Select **View large report results** and click Go
4. Click the **Report name** hyperlink for the report.



5. When the **File download** screen appears:
   - click Open to view the file, or
   - click Save to save the file on your computer, or
   - click Cancel if you prefer not to download a file.

TIPS

Large report results are stored for seven days and then removed.

If you are logged onto the database when the E-Mail message arrives, you can click a hyperlink within the message to see the report.

If you are not logged on when the message arrives, the link will not be 'active'.

If you did not request any large reports, or your report is not complete, the screen states:

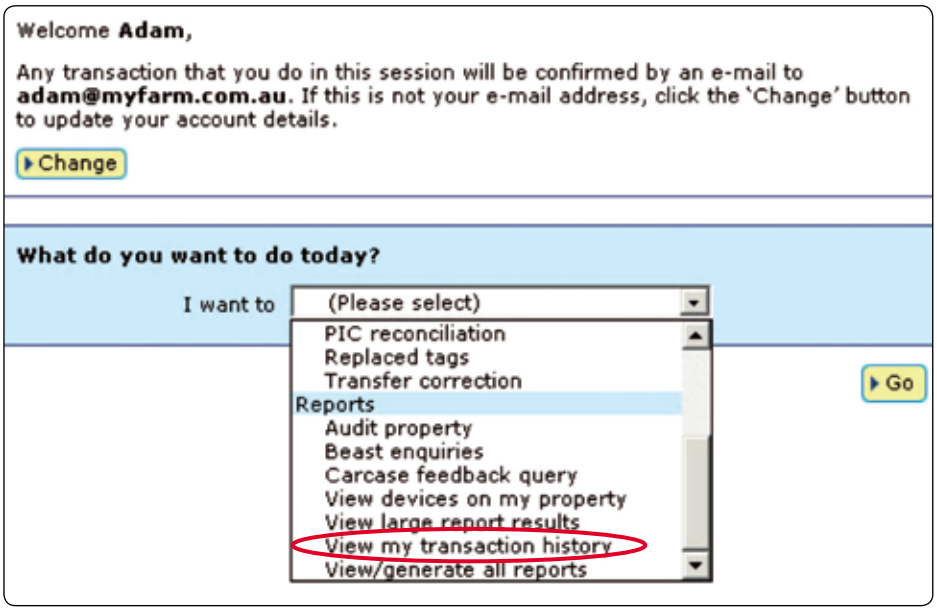
There are no results available. Please try again later.

View transaction history

To ensure that files were processed successfully, view your transaction history after every database session. After you submit transactions to the database, you will see a **Receipt** screen. You can click the ▸ View my transaction history button on that screen, or generate the report from the home page menu.

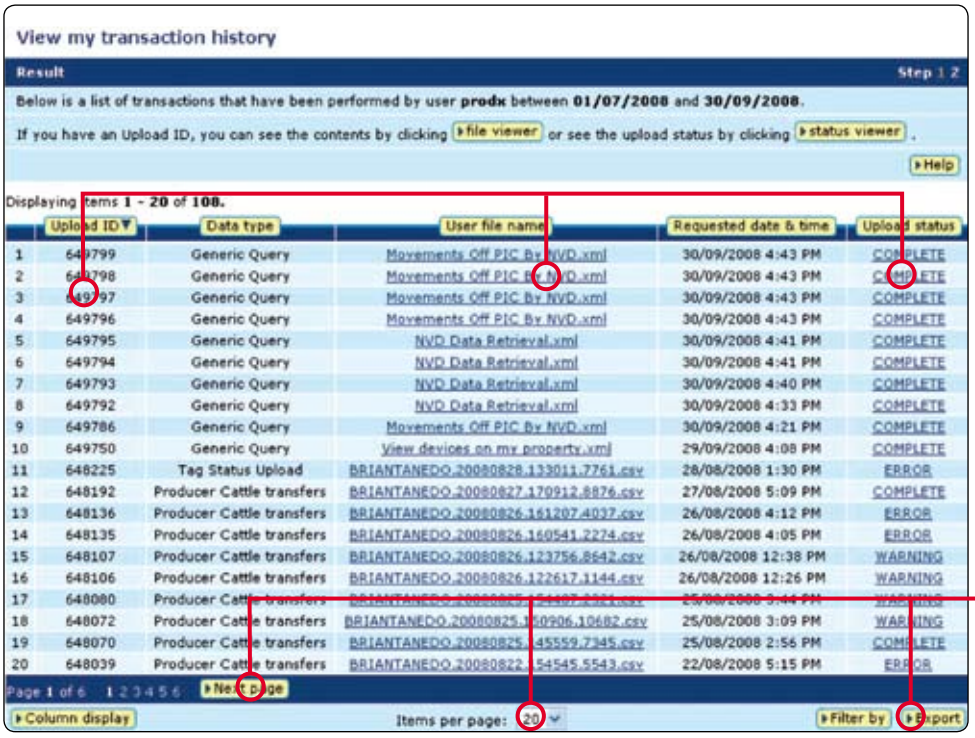
The report lists all transactions submitted to the database for your account, the dates they were uploaded and the **Upload status.**

A COMPLETE status means files were processed successfully. A WARNING status may not require action but an ERROR usually does.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
▸Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
▸Go

1 Select **View my transaction history** and click ▸ Go

2 Choose a **date range** and click ▸ Continue


View my transaction history
Result
Step 1 2
Below is a list of transactions that have been performed by user prodx between 01/07/2008 and 30/09/2008.
If you have an Upload ID, you can see the contents by clicking ▸file viewer or see the upload status by clicking ▸status viewer.
▸Help
Displaying items 1 - 20 of 100.
Upload ID
Data type
User file name
Requested date & time
Upload status
1 649799 Generic Query Movements Off PIC By NVD.xml 30/09/2008 4:43 PM COMPLETE
2 649798 Generic Query Movements Off PIC By NVD.xml 30/09/2008 4:43 PM COMPLETE
3 649797 Generic Query Movements Off PIC By NVD.xml 30/09/2008 4:43 PM COMPLETE
4 649796 Generic Query Movements Off PIC By NVD.xml 30/09/2008 4:43 PM COMPLETE
5 649795 Generic Query NVD Data Retrieval.xml 30/09/2008 4:41 PM COMPLETE
6 649794 Generic Query NVD Data Retrieval.xml 30/09/2008 4:41 PM COMPLETE
7 649793 Generic Query NVD Data Retrieval.xml 30/09/2008 4:40 PM COMPLETE
8 649792 Generic Query NVD Data Retrieval.xml 30/09/2008 4:33 PM COMPLETE
9 649786 Generic Query Movements Off PIC By NVD.xml 30/09/2008 4:21 PM COMPLETE
10 649750 Generic Query View devices on my property.xml 29/09/2008 4:08 PM COMPLETE
11 648225 Tag Status Upload BRIANTANEDO.20080828.133011.7761.csv 28/08/2008 1:30 PM ERROR
12 648192 Producer Cattle transfers BRIANTANEDO.20080827.170912.8876.csv 27/08/2008 5:09 PM COMPLETE
13 648136 Producer Cattle transfers BRIANTANEDO.20080826.161207.4037.csv 26/08/2008 4:12 PM ERROR
14 648135 Producer Cattle transfers BRIANTANEDO.20080826.160541.2274.csv 26/08/2008 4:05 PM ERROR
15 648107 Producer Cattle transfers BRIANTANEDO.20080826.123756.8642.csv 26/08/2008 12:38 PM WARNING
16 648106 Producer Cattle transfers BRIANTANEDO.20080826.122617.1144.csv 26/08/2008 12:26 PM WARNING
17 648080 Producer Cattle transfers
18 648072 Producer Cattle transfers BRIANTANEDO.20080825.150906.10682.csv 25/08/2008 3:09 PM WARNING
19 648070 Producer Cattle transfers BRIANTANEDO.20080825.145559.7345.csv 25/08/2008 2:56 PM COMPLETE
20 648039 Producer Cattle transfers BRIANTANEDO.20080822.154545.5543.csv 22/08/2008 5:15 PM ERROR
Page 1 of 6 1 2 3 4 5 6 ▸Next page
▸Column display
Items per page: 20
▸Filter by
▸Export

TIPS

*Print the **Upload status categories** Tech Tip.*

▸ Next page *means there are more pages to view.*

*To view all items on one page, select **All** from the **Items per page** box.*

*Note the **Upload ID** of a transaction, so you can follow it up with the NLIS Helpdesk if necessary.*

*Click the **User file name** hyperlink to view the file contents.*

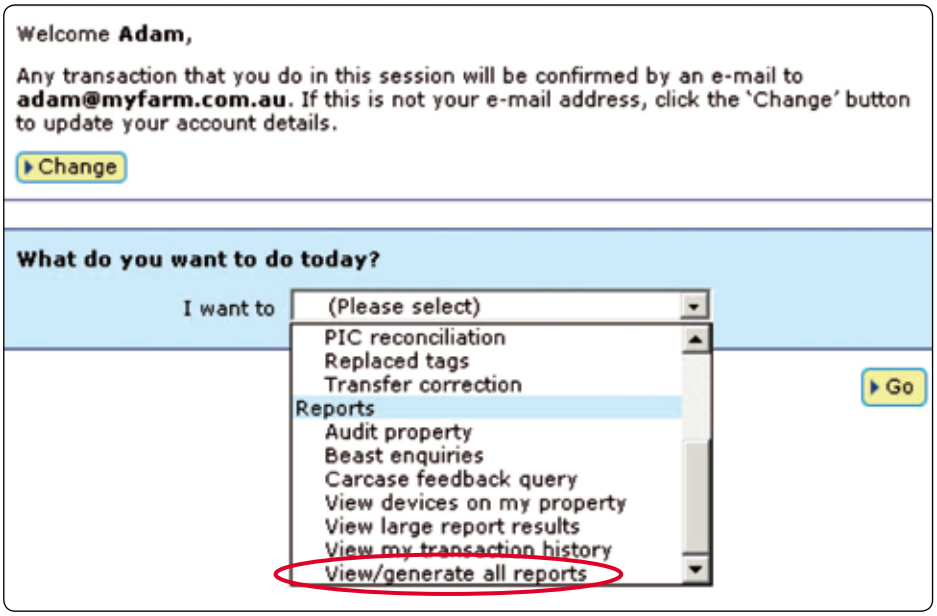
*Click the **Upload status** hyperlink to find out about ERRORS or WARNINGs.*

Click ▸ Export *if you want to save the data as a file on your computer.*

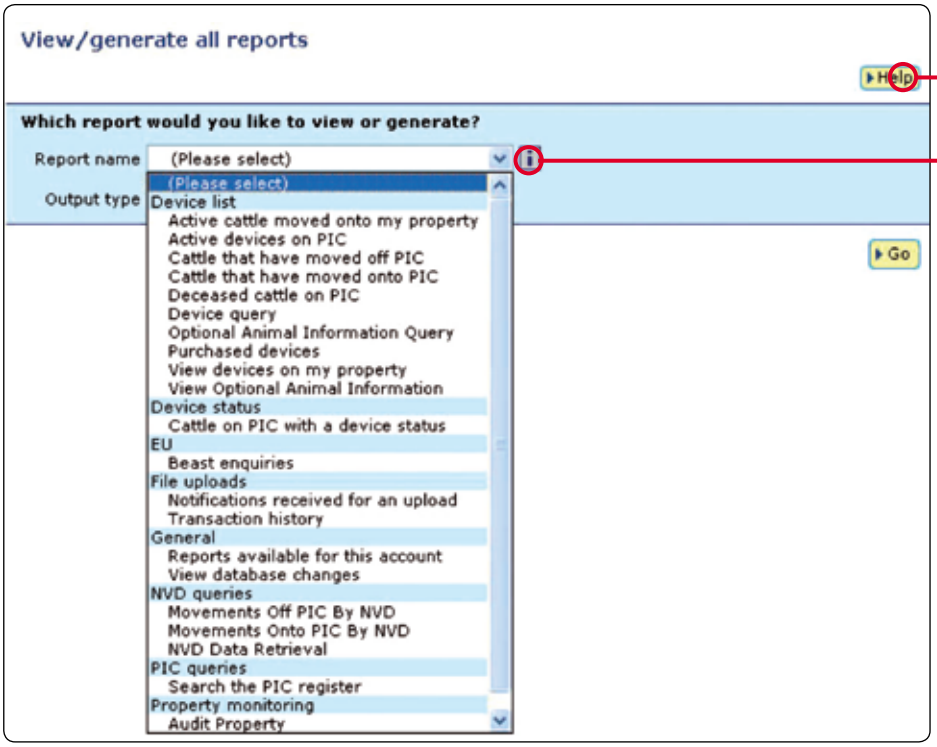
View/generate all reports

If you can't see the report you want in the **Reports** menu on the home page, select **View/generate all reports** to choose from a list of supplementary reports.

The report options for feedlot accounts are slightly different from those shown below, but the report process is the same.


Welcome Adam,
Any transaction that you do in this session will be confirmed by an e-mail to adam@myfarm.com.au. If this is not your e-mail address, click the 'Change' button to update your account details.
Change
What do you want to do today?
I want to
(Please select)
PIC reconciliation
Replaced tags
Transfer correction
Reports
Audit property
Beast enquiries
Carcase feedback query
View devices on my property
View large report results
View my transaction history
View/generate all reports
Go

1. Select **View/generate all reports** and click Go
2. Select the report you want and click Go
3. Choose an **Output type** for the report.
4. Enter the details for the specific report and click Go



TIPS

Customising and printing reports

*See **TIPS** pages 19–20.*

After selecting a report, click Help if you want more information on generating reports.

*Click the i icon next to the **Report name** for a description of the report.*

If this is the one you want, click Go to generate the report.

*You can also choose **Reports available for this account**, then click Go to display a list and description of all the reports you can run.*

Contact information

NLIS Database Helpdesk Phone: 1800 654 743 Email: nlis.support@mla.com.au

Meat & Livestock Australia operates the Helpdesk from 8am–6pm (Sydney time), Monday–Friday. If you have trouble with the database and can't solve the problem using Help buttons on the website, note your **user ID** and the **upload ID** before you contact the Helpdesk. You may also need the **device numbers** mentioned in NLIS E-mail messages.

NLIS State Co-ordinators

For information regarding the rules governing NLIS, contact your local State Department:

New South Wales
Department of Primary Industries
enquiries.nlis@dpi.nsw.gov.au

Northern Territory
Department of Regional Development,
Primary Industries, Fisheries and Resources
Phone: 08 8999 2034
ntnlis@nt.gov.au

Queensland
Department of Primary Industries
DPI Call centre: 13 2523
NLIS_admin@dpi.qld.gov.au

South Australia
Primary Industries & Resources of South Australia
NLIS Hotline: 1800 654 688
pirsa.nlisdatabase@saugov.sa.gov.au

Tasmania
Department of Primary Industries & Water
Phone: 1300 368 550
John.Cameron@dpiw.tas.gov.au

Victoria
Department of Primary Industries
Helpline: 1800 678 779
nlis.victoria@dpi.vic.gov.au

Western Australia
Department of Agriculture and Food
Phone: 08 9780 6202
nlis@agric.wa.gov.au

NVD/Waybills and LPA

For information on National Vendor Declarations, contact the NVD/LPA Hotline:
Phone: 1800 683 111
Fax: 02 9463 9182
lpa@mla.com.au

European Union Cattle Accreditation Scheme

EUCAS Hotline: 1800 305 544
Fax: 02 6272 5442
eucas@aqis.gov.au

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Australian Government Department of Agriculture, Fisheries and Forestry

Due to continued enhancements to the NLIS, information contained in this document may become out of date. To obtain the most recent version, contact the NLIS Helpdesk on **1800 654 743** or go to the NLIS website at **www.nlis.mla.com.au**

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